

CITY OF SAN JOSÉ

EMERGENCY OPERATIONS PLAN

ADOPTED BY CITY COUNCIL:
AUGUST 17, 2004

ABSTRACT OF PLAN CONTENT

PURPOSE

An Emergency Operations Plan (EOP) is required for each local government in California. The guidelines for the plan come from the Federal Emergency Management Agency (FEMA), and are modified by the State Office of Emergency Services (OES) for California needs and issues. The purpose of the plan is to provide a legal framework for the management of emergencies and guidance for the conduct of business in the Emergency Operations Center (EOC).

CONTENT

The Emergency Operations Plan consists of two parts: The Basic Plan and the Annexes. The Basic Plan is a legal document that outlines how the City of San Jose fulfills the legal requirements for emergency management. The contents of the portion are largely dictated by federal and state guidance.

The first five Annexes contain "Functional" guidance for the conduct of business in the Emergency Operations Center. The information is organized according to the Standardized Emergency Management System (SEMS) as mandated by the State of California. This framework also conforms to the requirements of the National Incident Management System (NIMS) mandated by the Federal Department of Homeland Security. Each Annex covers one EOC section or branch. After reviewing the general responsibilities and activities of the section or branch, a checklist follows that reviews basic EOC activities, then situational specific activities within each function. These include earthquake and hazardous materials responses for most functions. The rest of the Annexes cover hazard specific response plans, organized along the same pattern as the Emergency Operations Plan.

Each City department is responsible to develop its own Standard Operation Procedure for field operations and the internal management of departmental resources during emergencies and disasters.

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DISTRIBUTION LIST

Sheriff's Department

CITY OF SAN JOSE

Mayor
Council
City Manager
Director of Emergency Preparedness
Assistant City Manager
Deputy City Managers (4)
Director of Intergovernmental Relations
Deputy Director, Economic Development
Budget Director
Director of Employee Relations
Director, Office of Equality Assurance
Director of Aviation
Director of Convention, Cultural & Visitor Services
Director, Environmental Services
Director, Finance
Fire Chief
Director, General Services
Director, Housing
Director, Employee Services
Director, Information Technology
City Librarian
Director, Parks, Recreation, and Neighborhood Services
Director, Planning, Building, and Code Enforcement
Chief Building Official
Chief of Police
Director, Public Works
Director, Department of Transportation
City Attorney
City Auditor
City Clerk
Executive Director, Redevelopment Agency
Branch Libraries (17)

COUNTY OFFICES

County Executive
County Health Officer
County OES

Dept. of Social Services
Director, Emergency Medical Services
Medical Examiner/Coroner
Director of Public Health Nursing
Department of Mental Health
Valley Transportation Authority

HOSPITALS

Agnews Development Center
Good Samaritan
Kaiser Permanente – Santa Teresa
O'Connor Hospital
San Jose Medical Center
San Jose Regional Medical Center
Valley Medical Center

SANTA CLARA COUNTY CITIES - OES

City of Campbell
City of Cupertino
City of Gilroy
City of Los Altos
Town of Los Altos Hills
City of Milpitas
City of Monte Sereno
City of Morgan Hill
City of Mountain View
City of Palo Alto
Town of Los Gatos

SCHOOL DISTRICTS

Alum Rock Union School District
Berryessa Union School District
Cambrian School District
Evergreen School District
Franklin-McKinley School District
Luther Burbank School District
Moreland School District
Mount Pleasant School District
Oak Grove School District

Orchard School District
Union School District

SCHOOL DISTRICTS

Campbell Union HS District
East Side Union HS District
San Jose Unified School District
County Office of Education
Campbell Union School District
Cupertino Union School District
Montebello School District (Cupertino)
Morgan Hill Unified School District
Santa Clara Unified School District

PUBLIC UTILITIES

PG&E
SBC
California Water Service Company
Santa Clara Valley Water District
Great Oaks Water Company
San Jose Water District
Comcast

NON-PROFIT/VOLUNTEER AGENCIES

American Red Cross, Santa Clara County
Chapter
CADRE
Salvation Army
Second Harvest Food Bank
Volunteer Center of Silicon Valley

STATE AGENCIES

State OES Coastal Region
Governor's OES
San Jose State University, Office of
Emergency Services

PUBLIC ACCESS

Martin Luther King Library Reference Desk
Office of Emergency Services

RECORD OF CHANGES

Change No.	Change Date	Pages Changed	Change Entered By	Date Changed

FOREWORD

This Emergency Operations Plan (EOP) provides guidance for City response to extraordinary emergency situations associated with natural disasters, technological incidents, and nuclear defense operations—both war and peacetime. This plan does not address ordinary day-to-day emergencies or the established departmental procedures used to cope with such incidents. Rather, this plan concentrates on operational concepts and response procedures relative to large-scale disasters.

This plan is designed to be read, understood, and exercised prior to an emergency. Entities identified in the Matrix of Responsibility (see Annex A) in this plan will develop and maintain current Standard Operational Procedures (SOPs), which will detail how their assigned responsibilities will be performed to support implementation of this plan. Mandatory elements to be addressed in these SOPs are:

- Arrangements for the provision of direction and control within the agency.
- Specific emergency authorities that may be assumed by a designated successor during emergency situations.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
- Current internal employee notification/recall rosters and a means to implement them. This should include a communication system to implement call-down rosters for personnel assigned to the EOC, organization/agency work control/dispatch center(s) and other response teams.
- Designation and establishment of a work/control/dispatch center to manage organizational resources and response personnel and maintain contact with the EOC during emergencies.
- Designation of a representative to report to the EOC during an emergency to advise decision makers and coordinate its own service's response effort with other responding entities.
- Reporting of appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc.) to the EOC during an emergency.
- Support of cleanup and recovery operations during disasters
- Training of assigned response staff and volunteer augmentees to perform emergency functions.

This EOP is organized as follows:

- **Part I - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.
- **Part II - Functional Annexes.** A series of annexes corresponding to the assignments found in the Matrix of Responsibility (see Annex A).

This EOP may be activated under any of the following conditions:

- On the order of the following, in the order shown:
 - City Manager
 - Assistant City Manager
 - Fire Chief/Police Chief/Director of Emergency Preparedness
- On the order of the official designated by local ordinance, provided that the existence or threatened existence of a LOCAL EMERGENCY has been proclaimed in accordance with state and City procedures. If a declaration has not been made, the official designated by local ordinance, referred to above, should request assurances, or otherwise determine the need to activate the plan.
- When the Governor has proclaimed a STATE OF EMERGENCY in an area including San Jose.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or actual attack on the United States.

APPROVAL AND PROMULGATION

Prior to issuance, this plan will be reviewed by all agencies assigned a primary function in the Matrix of Responsibility and a note of concurrence will be taken at the Citizen Corps Council meeting. The plan will then be submitted to the City Council for adoption and promulgation. The approval date will be included on the Title Page.

PLANNING PROCESS

This document is the product of a joint planning effort involving departments and emergency response partners of the City of San José. State and city authorities conduct the Hazard Analysis jointly.

Sources for demographic data were the US Census, and State of California Department of Finance statistical data.

PLAN DEVELOPMENT AND MAINTENANCE

The Director of Emergency Preparedness is responsible for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed.

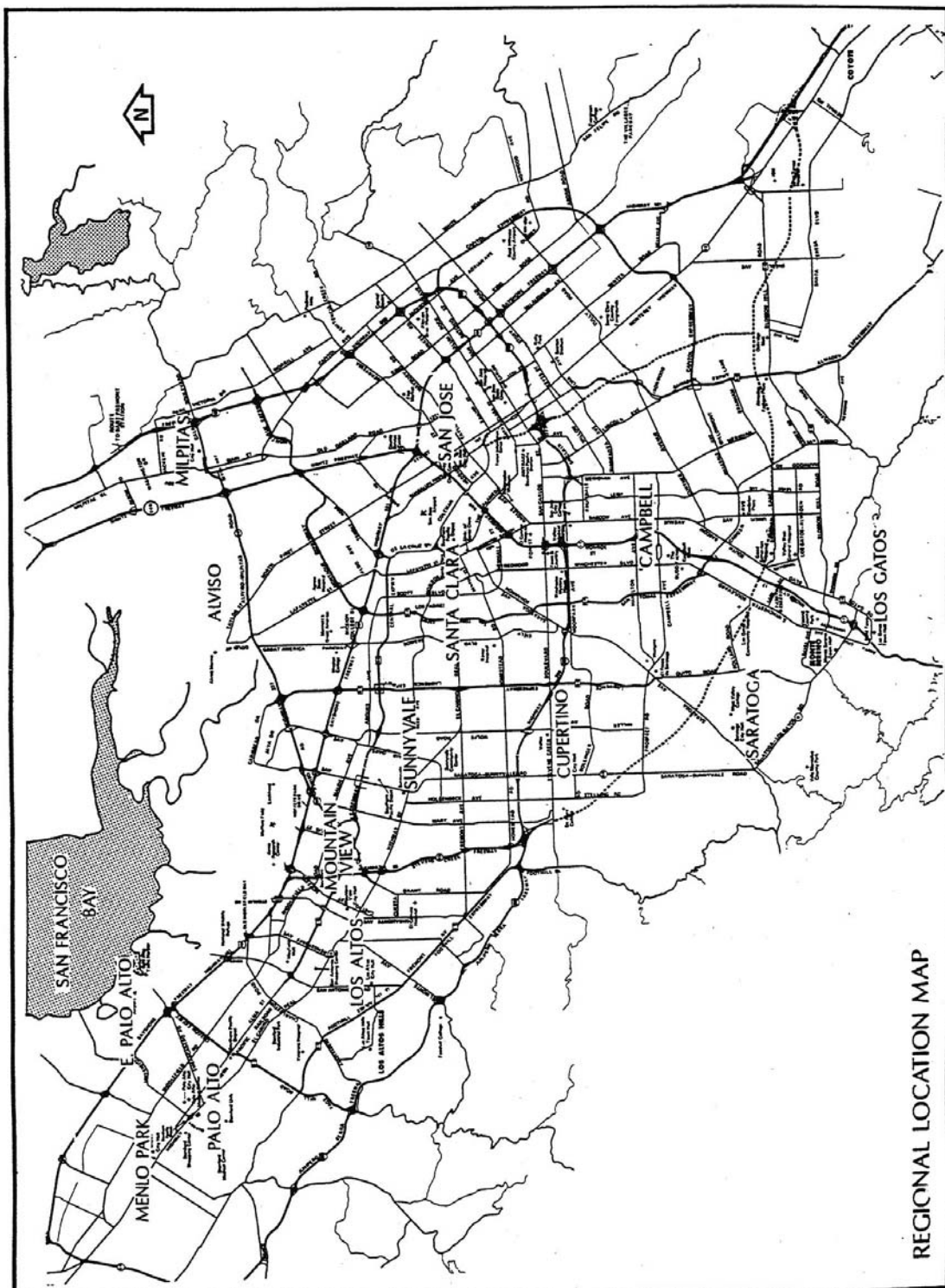
Each organization identified in the Matrix of Responsibility (Annex A) will update its portion/annex of this plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations.

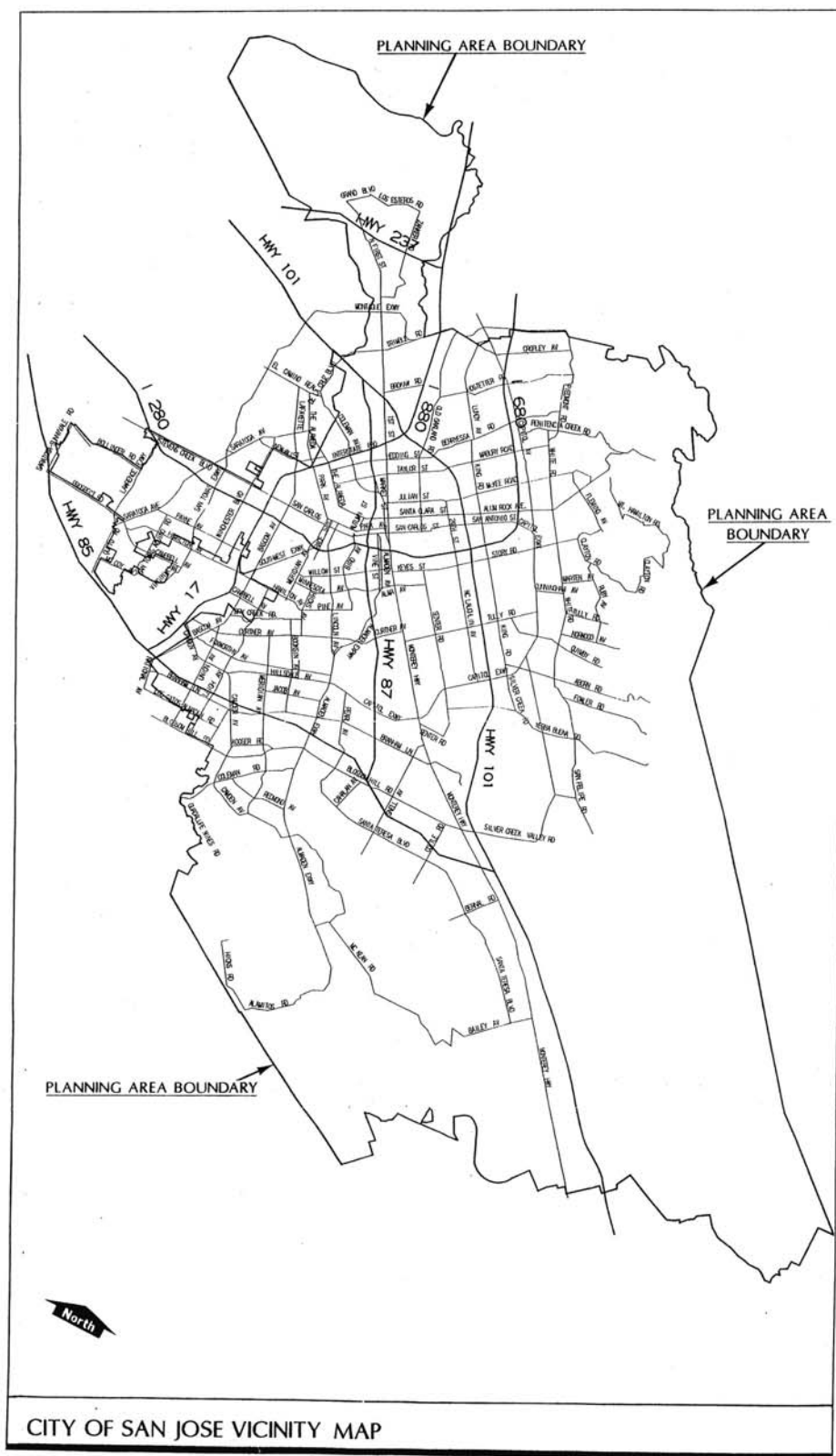
Revisions will be forwarded to Director of Emergency Preparedness, who upon concurrence, will forward the revisions to all agencies identified in the Matrix in Annex A. Standard City government mail channels, e-mail or the US Postal Service, will be utilized for this purpose.

PROFILE OF THE CITY OF SAN JOSE

The City of San José is the third largest city in California, with a resident population of 923,600. The population is culturally diverse, including large numbers of people with limited English language skills. Monolingual populations speaking Spanish, Vietnamese, and other Southeast Asian languages make up a significant percentage of the population. Additional details regarding population and ethnicity are available in the 2000 Census Data.

San José is located at the south end of San Francisco Bay and is traversed by major interstate highways and rail corridors. There is an international airport and a general aviation airport within its borders. San José is home to a major state university and high tech industries. It has a downtown with high-rise buildings, a convention center, arena, performing arts center, theaters, museums, and industrial/commercial concentrations in various parts of the City. It provides wastewater treatment services to surrounding communities at its Water Pollution Control Plant adjacent to the bay.





BASIC PLAN

PART I

1.1 Purpose

The Basic Plan addresses San Jose's planned response to emergencies associated with natural disasters and technological incidents--including both peacetime and wartime nuclear defense operations. It provides an overview of operational concepts, identifies components of the City Emergency Management Organization, and describes the overall responsibilities of federal, state, county, and City entities.

1.2 Authorities and References

Response and recovery operations will be conducted as outlined in Section 1.5, Concept of Operations, and in accordance with the enabling legislation, plans, and agreements listed in **Appendix 1, Authorities and References**.

1.3 Preparedness Elements

Pre-event planning, training, public awareness and education, hazard identification, capability assessment, and hazard mitigation will be emphasized.

1.4 Hazard Identification and Analysis

A Hazard Identification and Analysis indicates that San Jose may be subject to the effects of numerous natural and technological disasters. A summary analysis of these hazards is provided in **Appendix 4 (Hazard Identification and Analysis)**.

1.5 Concept of Operations

1.5.1 General

Operational concepts presented in this section are based on the Standardized Emergency Management System (SEMS), which includes the Incident Command System and incorporates the National Incident Management System (NIMS). These are applicable to both peacetime and wartime situations. In cases where similarities in operational concepts exist, these concepts have been combined. Operational concepts peculiar to either peacetime or wartime situations have been so noted. In some instances, emergencies will be presaged by some sort of build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. However, often an emergency occurs with little or no warning, requiring immediate activation of the EOP and commitment of resources. In light of this continuum of possibilities, this plan will be implemented, to the extent possible, in the following three periods and related phases.

1.5.1.1 Pre-Emergency Period

The Pre-emergency period is divided into two phases, as follows:

Normal Preparedness Phase

Entities identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Employees should be acquainted with these SOPs and checklists, and periodically be trained in their activation and execution.

Increased Readiness Phase

The receipt of a warning, or the observation that an emergency situation is imminent, or likely to occur soon will initiate this phase. Actions to be accomplished during this phase include, but are not necessarily limited to:

- Review and update of EOP and SOPs;
- Dissemination of accurate and timely emergency public information;
- Accelerated training of permanent and auxiliary staff;
- Inspection of critical facilities;
- Recruitment of additional staff and Disaster Service Workers;
- Mobilization of resources.

1.5.1.2 Emergency Period

The Emergency Period is composed of the following three phases:

Pre-Impact Phase

Actions to be accomplished during this phase are precautionary, and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas;
- Notifying threatened populations of the emergency and advising them of safety measures to be implemented;
- Advise County and State OES of the impending emergency;

- Identify the need for Mutual Aid and request such through the appropriate channels;
- Declaration of a LOCAL EMERGENCY by local authorities.

Immediate Impact Phase

During this phase typical responses may include:

- Emergency response to control with or without recourse to Mutual Aid from outside the City.
- Evacuation of portions of the City if required due to uncontrollable immediate and ensuing threats.
- Mutual Aid from outside the City may be requested.
- If the City is either minimally impacted, or not impacted at all, it may be requested to provide Mutual Aid to other jurisdictions.

Priority will be given to the following operations:

- Dissemination of accurate, timely, emergency public information;
- Situation analysis;
- Resource allocation and control;
- Evacuation and rescue operations;
- Medical care operations;
- Coroner operations;
- Care and shelter operations;
- Access and perimeter control;
- Public health operations;
- Restoration of vital services and utilities.

When City resources are committed to the maximum and additional resources are required, requests for Mutual Aid will be initiated through the proper channels.

If two or more cities within the County activate the EOCs, the Operational Area EOC will be activated in support of information collection and dissemination, and resource request management.

Additionally, State OES may activate the State Operations Center (SOC) in Mather, CA. The mission of the SOC is coordination and support of operations in affected areas. The SOC may be supported by activation of the State Coastal Region EOC in Oakland, or an alternate location.

The State OES Director will assist the Governor in direction and coordination of response activities of state agencies, as well as coordinate and support response and recovery activities conducted by local government.

Depending on the severity of the emergency, a LOCAL EMERGENCY may be proclaimed. In this case, the City EOC will be activated and Operational Area as well as State OES, will be advised. The State OES Director may request a gubernatorial declaration of a STATE OF EMERGENCY. Should a STATE OF EMERGENCY be proclaimed, state agencies will, to the extent possible, respond to requests for assistance.

In the event that the Governor requests and receives a Presidential declaration of an EMERGENCY or a MAJOR DISASTER under the provisions of Public Law 93-288, he will appoint a State Coordinating Officer (SCO). In conjunction with a Federal Coordinating Officer (FCO), the SCO will coordinate state and federal support efforts.

Sustained Emergency Phase

In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons, and damage assessment operations will be initiated. Disaster Application Centers (DACs), providing victims services addressing immediate emergency or recovery needs may also be established.

1.5.1.3 Post-Emergency Period (Recovery)

As soon as possible, the State OES Director, operating through the SOC, will bring together representatives of federal, state, Operational Area, and city agencies, as well as representatives of the American Red Cross (ARC), for the purpose of coordinating the implementation of assistance programs and establishment of support priorities.

The Post-Emergency Period has at least six prime objectives, which may overlap. These objectives are:

- Reinstatement of resident autonomy;
- Provision of essential public services;
- Permanent restoration of public and private property;

- Identification of residual hazards;
- Plans to mitigate future hazards;
- Plans to obtain reimbursement of costs associated with response and recovery efforts.

1.5.2 Peacetime Emergencies

Generally, the level of involvement in peacetime emergencies will be City to operational area, to region, to state, to federal. To facilitate the planning process, State OES has established the following three levels of response, with respect to peacetime emergencies.

Level I

A minor to moderate incident characterized by adequate local response capability and sufficient resources to favorably resolve the situation. A LOCAL EMERGENCY may or may not be proclaimed.

Level II

A moderate to severe emergency characterized by a need for Mutual Aid to ensure a favorable resolution of the situation. In most cases, a LOCAL EMERGENCY will be proclaimed. A STATE OF EMERGENCY may be proclaimed.

Level III

A major disaster, exemplified by depletion of resources and Mutual Aid response capability area-wide, necessitating extensive statewide and federal assistance. Generally, a LOCAL EMERGENCY and STATE OF EMERGENCY will be proclaimed. A Presidential declaration may or may not be proclaimed.

1.5.3 Wartime Emergencies

The impact of wartime emergencies may range from minor inconveniences such as food and petroleum shortages to a worst-case scenario involving an attack on the United States utilizing nuclear weapons.

Protective measures to be employed in the event of a threatened or actual attack on the United States include:

- In-place protection utilizing designated fallout shelters.
- Construction of fallout shelters, given adequate lead-time.
- Upgrading of homes and other buildings to a radiation Protection Factor (PF) of at least 40, given adequate lead-time.

- Spontaneous evacuation by an informed citizenry. Crisis relocation is not considered a viable option within the context of this plan.

1.6 Standardized Emergency Management System

The Standardized Emergency Management System is comprised of the emergency management organizations of cities, operational areas, OES regions, and state agencies. Within this context, the local jurisdictions are responsible for directing and coordinating emergency response and recovery operations within their respective jurisdictions, while the other agencies serve primarily as support elements.

1.6.1 Santa Clara County Operational Area Emergency Management Structure

Section 8605 of the California Emergency Services Act designates the political subdivisions within the geographical boundaries of a county as an Operational Area. During a STATE OF WAR EMERGENCY, Operational Areas are required to coordinate response and recovery operations and serve as communication links. The utilization of the Operational Area concept during a STATE OF EMERGENCY and a LOCAL EMERGENCY is now required, as well.

The Operational Area may provide emergency management services in one of the following modes:

- Decentralized coordination and direction. The EOC is not activated.
- Centralized coordination and direction. The EOC is activated for purposes of coordination and resource requests, and the SEMS system is activated for decision-making

1.6.2 City of San José Emergency Management Structure

The City of San José emergency management organization is comprised of:

City Manager's Office
 Airports
 Conventions, Arts, and Entertainment
 Employee Services
 Environmental Services Department
 Finance Department
 Fire Department
 General Services Department
 Housing Department
 Information Technology
 Library
 Office of Economic Development
 Office of Emergency Services
 Parks, Recreation, and Neighborhood Services

Planning, Building & Code Enforcement
Police Department
Public Works
Department of Transportation
City Attorney
City Auditor
City Clerk
Mayor and Council

1.6.3 Mutual Aid Regions

The State of California is currently divided into six Mutual Aid Regions and three OES regions. State OES Regional Managers and their respective staffs constitute the Regional Emergency Management organization. Their stated mission is to coordinate and support local emergency management activities at the request of the Operational Area Coordinators. With respect to Santa Clara County, the County Emergency Services Director is the Operational Area Coordinator, and the OES Regional Coordinator is the State OES Coastal Region Manager, located in Oakland.

1.6.4 Functions and Responsibilities

Response and recovery functions, as well as specific guidelines for accomplishing these functions, are contained in the Functional Annexes of this document. Responsibilities for discharging the duties associated with these functions are depicted in the Matrix of Responsibility (Annex A). A synopsis of each functional annex follows:

Management Section (Annex A)

Provides for the overall management and coordination of response and recovery operations.

Operations Section (Annex B)

Operations (Annex B) provides for centralized control and coordination of emergency operations based on the goals and priorities set by the Management Section Chief.

Planning and Intelligence Section (Annex C)

Develops accurate information on the extent of the disaster, extent of damage and anticipated changes in environmental factors and disseminates the Management Section Chiefs' Action Plan for each action period.

Logistics Section (Annex D)

Oversees the management of resources to support field forces in executing the Action Plan, and EOC staff in managing the available disaster response and support capabilities.

Finance Section (Annex E)

Coordinates collection of cost data and orchestrates requests for reimbursement from other levels of government or insurance.

Flood (Annex F)

Provides guidance on managing flood events.

Heat Wave (Annex H)

Provides guidance on managing community impacts from prolonged heat.

Off-Airport Aviation Accident (Annex O)

Provides guidance on managing community impacts from aircraft accidents that occur off the Airfield.

Power Outage (Annex P)

Provides guidance on managing community impacts from loss of electrical power.

Terrorism Response (Annex T)

Provides guidance on managing terrorism threats or events.

Wildland/Urban Interface Fires (Annex W)

Provides guidance on managing community impacts from Wildland/Urban Interface Fires.

1.6.5 Continuity of Government

The California Emergency Services Act, as well as the Constitution of California, provides the authority for state and local government to reconstitute itself in the event incumbents are unable to serve. Appendix 1-3 of this document contains specifics of this procedure.

AUTHORITIES AND REFERENCES

STATE AUTHORITY

The California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code), provides the basic authority for conducting response and recovery operations, provided a declaration of LOCAL EMERGENCY, STATE OF EMERGENCY, or STATE OF WAR EMERGENCY is made, consistent with the provisions of the Act.

The California Emergency Plan is promulgated in accordance with the provisions of the Act, and provides statewide authority and responsibility, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary; to carry out the provisions thereof." Consistent with this language, the City of San José Emergency Operations Plan should be considered an extension of the State Emergency Operations Plan.

PROCLAMATIONS

Local Emergency

The authority to proclaim a LOCAL EMERGENCY in San José is vested in the City Council, or in its absence, the Director of Emergency Services (City Manager), or designated alternate. A proclamation of LOCAL EMERGENCY is invalid after seven days, unless ratified by the governing body. In the event that the governing body ratifies the proclamation, and the proclamation extends beyond seven days, the governing body must review the need to continue the proclamation at least every fourteen days until the LOCAL EMERGENCY is terminated. In any case, the governing body must proclaim the termination of the LOCAL EMERGENCY as soon as conditions warrant.

A proclamation of LOCAL EMERGENCY provides the governing body the authority to:

- o Provide mutual aid consistent with the provisions of local ordinances, resolutions, emergency plans, and agreements.
- o Receive mutual aid from state agencies.
- o In the absence of a State of War Emergency or State of Emergency, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements.
- o Promulgate orders and regulations necessary to provide for protection of life and property.

- o Promulgate orders and regulations imposing curfew.
- o All other extraordinary functions described in Municipal Code, Chapter 2.16.

Additionally, certain immunities from liability are provided for in the Act.

State of Emergency

The Governor can declare a STATE OF EMERGENCY when conditions warrant, and the Mayor or Chief Executive of a City, or the Chairman of the Board of Supervisors or County Administrative Officer requests the proclamation. Alternately, the Governor may proclaim a STATE OF EMERGENCY in the absence of a request if it is determined that 1) conditions warrant a proclamation, and 2) local authority is inadequate to cope with the emergency.

The proclamation must be in writing, be well publicized, and filed with Secretary of State as soon as possible following issuance. The proclamation is effective upon issuance.

During a STATE OF EMERGENCY the Governor has the authority to promulgate, issue, and enforce orders and regulations within the affected area; and employ state Personnel, equipment, facilities, and other resources to mitigate the effects of the emergency.

A STATE OF EMERGENCY must be terminated as soon as conditions warrant.

State of War Emergency

Conditions under a STATE OF WAR EMERGENCY are for all intents and purposes the same as during a LOCAL EMERGENCY, or STATE OF EMERGENCY, with the added provision that officers and employees of the various political subdivisions within the state are required to obey all orders and regulations promulgated by the Governor during a STATE OF WAR EMERGENCY. Failure to comply with this provision constitutes a misdemeanor and can result in the discharge of the recalcitrant officer or employee by the Governor. In such cases, the Governor is authorized to designate a replacement for the discharged officer or employee.

Additional state authorities for conducting emergency response and recovery operations include:

California Natural Disaster Assistance Act

Section 128, California Water Code

California Government Code 8607

FEDERAL AUTHORITIES

Federal Disaster Relief Act of 1974 (PL 93-288)

Federal Civil Defense Act of 1950 (PL 920)

Public Law 84-99

Homeland Security Presidential Directive – 5 and 8

CITY AUTHORITY

City of San José Municipal Code, Chapter 2.16, "Office of Emergency Services."

City of San Jose Resolution No. 66401, adopting SEMS.

REFERENCES

California Emergency Plan

Disaster Assistance Procedure Manual (State OES)

California Emergency Resources Management Plan

California Master Mutual Aid Agreement

California Law Enforcement Mutual Aid Plan

California Fire and Rescue Operations Plan

California Building Officials Mutual Aid Plan

POWERS OF MUNICIPAL CORPORATIONS

Government Code

West's Ann.Cal.Gov.Code § 38791
WEST'S ANNOTATED CALIFORNIA CODE
GOVERNMENT CODE
TITLE 4. GOVERNMENT OF CITIES
DIVISION 3 OFFICERS
PART 2 LEGISLATIVE BODY
CHAPTER 10. HEALTH AND SAFETY
ARTICLE 7. MISCELLANEOUS

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Current through 1999 portion of 1999-2000 Reg. Sess. And 1st Ex. Sess.

§ 38791. Emergency executive; powers

By ordinance the legislative body of a city may provide for a chief executive who, during periods of great public calamity such as extraordinary fire, flood, storm, epidemic, earthquake, sabotage or enemy attack shall have complete authority over the city and the right to exercise all police power vested in the city by the Constitution and general laws.

(Added by Stats. 1949, c 79, p. 188, § 1. Amended by Stats 1995, c. 624, p. 1119, § 39.

Penal Code

West's Ann.Cal.Penal Code § 409.5
WEST'S ANNOTATED CALIFORNIA CODES
PENAL CODE
PART 1. OF CRIMES AND PUNISHMENTS
TITLE 11. OF CRIMES AGAINST THE PUBLIC PEACE

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Current through 1999 portion of 1999-2000 Reg. Sess. And 1st Ex. Sess.

§409.5. Authority of peace officers, lifeguard or marine safety officer to close disaster area; exclusion from police command post area; unauthorized entry; exceptions

- (a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office of sheriff's office, any

officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while action in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. The calamity creates an immediate menace to the public health. The local health officer may close the area where the menace exists pursuant to the conditions set forth in this section.

- (b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officer of the Department of forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all authorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

(Added by Stats. 1957, c. 1402, p.2737, § 1. Amended by Stats. 1965, c.212, p.1177, § 1; Stats.1969, c.1096, p. 2096, § 1; Stats. 1977m c.687m o,2217m § 1; Stats. 1981, c. 600, p.2316, § 1; Stats. 1983, c. 227, § 1; Stats. 1987, c. 736, § 1; Stats. 1989, c. 1165, § 17; Stats. 1990, c. 82 (S.655), § 6, eff. May 3, 1990; Stats. 1990, c. 1695 (S.B.2140), § 8; Gov.Reorg.Plan No. 1 of 1995, § 43, eff. July 12, 1995; Stats. 1996, c. 305 (A.B.3103), § 44.)

West's Ann.Cal.Penal Cod § 726
WEST'S ANNOTATED CALIFORNIA CODES
PENAL CODE
PART 2 OF CRIMINAL PROCEDURE
TITLE 1. OF THE PREVENTION OF PUBLIC OFFENSES
CHAPTER 5. SUPPRESSION OF RIOTS

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Current through 1999 portion of 1999-2000 Reg. Sess. And 1st Ex. Sess.

§ 726. Unlawful or riotous assemblies; command to disperse

Where any number of persons, whether armed or not, are unlawfully or riotously assembled, the sheriff of the county and his or her deputies, the officials governing the town or city, or any of them, must go among the persons assembled, or as near to them as possible, and command them, in the name of the people of the state, immediately to disperse.

(Enacted 1872. Amended by Stats. 1951, c. 1608, p. 3613, § 10.)

2000 Electronic Update

(Amended by Stats. 1996, c. 872 (A.B. 3472), § 114; Stats. 1998, c. 931 (S.B.2139), § 355, eff. Sept. 28, 1998.)

MUTUAL AID

The statewide mutual aid system is codified in the California Disaster and Civil Defense Master Mutual Aid Agreement. The Agreement was developed in 1950 and has been adopted by all counties and incorporated cities in the state of California. The Master Mutual Aid Agreement creates a formal structure wherein each local jurisdiction retains control of its own facilities, Personnel, and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide assistance to local jurisdictions, to the extent possible.

To facilitate the coordination of mutual aid, the state has been divided into six Mutual Aid Regions (see Attachment to this Appendix for boundaries). Additionally, Fire and Rescue, and Law Enforcement Coordinators are assigned at the Operational Area level.

Responsibilities within the context of the State Emergency Plan Master Mutual Aid Agreement are:

Incorporated Cities

- Develop and maintain EOPs consistent with the State EOP and the Master Mutual Aid Agreement.
- Maintain liaison with neighboring jurisdictions, Operational Area OES, and State OES.
- Designate staging areas for the purpose of providing rally points for incoming mutual aid and a staging area for support and recovery operations.

Operational Areas

- Coordination of intra-county mutual aid.
- Maintain liaison with State OES personnel.
- Request mutual aid from the State OES Coastal Region Manager.

State OES - Coastal Region

- Maintain liaison with state, federal, and local authorities.
- Provide planning guidance and assistance to operational areas and local jurisdictions.
- Respond to requests for mutual aid.
- Provide a clearinghouse for emergency operation information.

State OES - Headquarters

- Perform executive functions assigned by the Governor.
- Coordinate response and recovery operations of state agencies.
- Provide a clearinghouse for emergency operations information, statewide.
- Prepare and disseminate proclamations for the Governor.
- Receive and process requests for mutual aid.
- Receive and process requests for federal disaster assistance.
- Direct the allocation of federal and out-of-state resources.

MUTUAL AID POLICIES AND PROCEDURES

- Mutual aid resources will be provided and utilized in accordance with the Master Mutual Aid Agreement.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or mutual aid regional level whenever available resources are:
 - Subject to state or federal control,
 - Subject to military control,
 - Located outside the requesting jurisdiction,
 - Allocated on a priority basis.
- Local agencies should, whenever possible, provide incoming mutual aid forces with portable radios, using local frequencies.
- Local agencies receiving mutual aid are responsible for logistical support of reporting personnel.
- Requests for, and coordination of mutual aid support will normally be accomplished through established channels (cities to operational areas to mutual aid regions to state level). Requests should specify, at a minimum:
 - Number and type of personnel needed,
 - Type and amount of equipment needed,

- Reporting time and location,
- Authority to who forces should report,
- Access routes
- Estimated duration of operations.

AUTHORITIES AND REFERENCES

California Master Mutual Aid Agreement

California Fire and Rescue Emergency Plan

California Law Enforcement Mutual Aid Plan

California Building Officials Mutual Aid Plan

Federal Disaster Relief Act of 1974 (Public Law 93-288)

Standardized Emergency Management System, Government Code 8607

National Incident Management System, HSPD – 5 and HSPD - 8



CONTINUITY OF GOVERNMENT

Within the context of this document, the concept of Continuity of Government is comprised of three elements--Standby Officers for the Governing Body, Alternate Seat of Government, and Preservation of Vital Records. Specifics of each element are addressed in subtopics of this Appendix.

STANDBY OFFICERS

Article 15, Chapter 7, Division 1, Title 2, California Government Code provides the authority, as well as the procedures to be employed, to assure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three Standby Officers for each member of the governing body, and up to three Standby Officers for the Chief Executive, if not a member of the governing body. Article 15 permits provision for the succession of officers who head departments having duties in the maintenance of law and order, or in the furnishing of public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including Standby Officers, is unavailable to serve.

In accordance with City of San José Charter, Section 203, the Director of Emergency Services (City Manager) has designated the following order of succession to the office of Director of Emergency Services:

Assistant City Manager	1st Alternate
Deputy City Manager (1)	2nd Alternate
Deputy City Manager (2)	3rd Alternate

Members of the City Council may meet to conduct City business provided there is a quorum. If the disaster results in loss of life or incapacity of a member of the governing body, the remaining members will follow the City Charter for filling vacancies.

ALTERNATE SEAT OF GOVERNMENT

In the event that a facility for conducting essential work of the City of San José should be unavailable, that work will be relocated to another suitable facility of the City of San José, or another suitable loaned or rented facility. The seat of government is the City Hall/Civic Center. Alternate sites would include other city-owned facilities, city-leased office spaces, park facilities, convention facilities, and fire battalion headquarters. Privately owned facilities, such as hotels, malls, and warehouses offer other alternatives. The Director of Emergency Services will make selection of the alternate site when the determination has been made that the City Hall is uninhabitable. Consideration will be given to the following features of the proposed alternate sites:

1. Seismic safety;
2. Not in immediate proximity to facilities using or storing reportable quantities of acutely hazardous materials/extremely hazardous substances, nor with an anticipated threat from hazardous materials;
3. Not in a known flood plain, landslide, liquefaction, or dam inundation zone;
4. Not in an area with a known imminent threat to life or health from natural, technological, or civil unrest sources;
5. Adequate roadway access;
6. Availability of essential utilities, either installed or able to be installed rapidly, including sanitation.

PRESERVATION OF VITAL RECORDS

Vital records are defined as those records that are essential to:

- Protect the rights and interests of individuals. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, EOPs, and personnel rosters.
- Reestablish normal governmental functions. Included in this group are charter, statutes, ordinances, court records, and financial records, especially payroll and accounts receivable.

Each level of government down to the departmental level is responsible for designating a custodian for vital records, and ensuring that vital records storage and preservation is accomplished. Vital records storage methods that might be utilized include, but are not limited to:

- Fireproof containers; and
- Vault storage (both in and out of the jurisdiction).
- Redundant electronic copies on media disbursed in several locations

The City Clerk is the designated custodian of vital records.

EMERGENCY OPERATIONS CENTER LINE OF SUCCESSION:
Activation Level One through Level Two

	Initial Shift	Second Shift
Director of Emergency Services	Del Borgsdorf	Terry Roberts
Asst. Director of Emergency Services	Mark Linder	Kay Winer
Community Relations	Jim Holgersson	Carl Mosher
Emergency Services Coordinator	Frannie Edwards	Earl Stevens
EPIO	Tom Manheim	Lindsey Wolf
City Hall Liaison	Deanna Santana	Peter Jensen
Operations Chief	Jeff Clet	Dale Foster
Fire/Rescue	On Duty Deputy Chief	On Duty Deputy Chief
Law Enforcement	Rob Davis	Dewey Hosmer
Care and Shelter	Sara Hensley	Albert Balagso
Construction & Engineering	Katy Allen	Dave Sykes
Communications	Police Sr. Dispatcher	Police Sr. Dispatcher
RACES	Dave Pratt	Dan Sheldon
Plans/Intelligence Chief	Stephen Haase	Joe Horwedel
Damage Assessment	Scott Troyer	Larry Wang
Situation Analysis	Stan Ketchum	Michael Bills
Logistics Chief	Jose Obregon	Anna Jatczak
Finance Chief	Scott Johnson	Mark Burton

HAZARD IDENTIFICATION AND ANALYSIS

A hazard identification survey indicates that San José is subject, in varying degrees, to the effects of the following:

- Civil unrest
- Dam failure
- Earthquake, including landslides and liquefaction
- Flood
- Hazardous materials accident
- Insect pest infestation
- Power failure, including brownout
- Prolonged heat wave
- Transportation accident, including roadway, rail and air
- Weapons of mass destruction-chemical, biological, radiological, nuclear, explosive terrorism
- Wildland/Urban Interface Fires
- Winter storm, including freeze and high water conditions

Actions to be accomplished in response to these incidents are contained in the Emergency Action Checklists of the Annexes to this plan, and in departmental SOPs.

Methods for limiting the exposure of individuals within the county to gamma radiation and hazardous materials will consist of in-place sheltering, determination of accumulated dose rate and threshold limit in consultation with federal, state, and local authorities and health care professionals, the use of protective clothing and equipment, and in extreme cases, evacuation of the threatened population.

A synopsis of each high probability hazard and its potential effects follows.

GLOSSARY

Alquist-Priolo
Special Study

Zone Area within 100 feet of an active earthquake fault for which special studies are required prior to building structures for human occupancy.

FCC Federal Communications Commission

Mg Million gallons

mgd Million gallons per day

NFS National Facility Survey. A list of designated fallout shelters.

PF Radiation Protection Factor. A statement of the ratio of radiation received in a sheltered versus an unsheltered environment, usually expressed as a percentage (i.e., $PF\ 40 = 100/40 = 2.5\%$).

RACES Radio Amateur Civil Emergency Service. Ham radio operators who have volunteered to assist public agencies in emergencies.

SEMS Standardized Emergency Management System

EARTHQUAKE

The City of San Jose is in proximity to three major known active faults: Calaveras, Hayward, and San Andreas. Earthquakes to a magnitude 8.3 are possible on these faults. The Governor's Office of Emergency Services may issue earthquake warnings. In general, the United States Geological Survey has predicted a 70% chance of a major quake on one of these faults by 2030.

EARTHQUAKE THREAT SUMMARY

General Situation

A major earthquake occurring in San Jose could cause many casualties, extensive property damage, fires and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, landslides, and dam failure. The time of day and season of the year also would have an effect on the number of dead and injured and the amount of damage sustained. Such an earthquake would be catastrophic in its effect on the population and could exceed the response capability of the state and local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

Extensive search and rescue operations may be required to assist trapped or injured persons. Injured or displaced persons would require emergency medical care, food and temporary shelter. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives, particularly in areas below dams. Many families would be separated, particularly if the earthquake should occur during working hours. Emergency operations would be seriously hampered by the loss of communications and damage to transportation routes within, and to and from, the disaster area and by the disruption of public utilities and services.

Extensive federal assistance could be required and could continue for an extended period. Support would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population, including temporary housing for displaced persons.

Area at Risk

The area at risk includes the entire city of San Jose. Earth scientists consider that the entire Bay Area could suffer massive damage from a great earthquake on either the San Andreas Fault or the Hayward Fault (Table 1). Damage is expected to be uneven because of geological factors and structural differences.

Studies have provided estimates of the total number of deaths and hospitalized injuries, (exclusive of dam failures) for the entire San Francisco Bay Area. It is assumed that a proportionate number of casualties will be generated in the City of San Jose. Projected casualties for two hypothetical

earthquakes, an 8.3 magnitude event on the San Andreas Fault and a 7.5 magnitude earthquake on the Hayward Fault are presented in Table 1.

PROJECTED DEATHS AND HOSPITALIZED INJURIES IN SAN JOSE*

FAULT	EARTHQUAKE MAGNITUDE	TIME OF DAY	DEATHS	HOSPITALIZED INJURIES
San Andreas	8.3	2:30 a.m. 2:00 p.m. 4:30 p.m.	430 1400 1600	1700 5700 6200
Hayward	7.5	2:30 a.m. 2:00 p.m. 4:30 p.m.	240 660 500	960 2600 2000

Table 1. The magnitudes selected are the maximum credible earthquakes from these faults. Projected casualty estimates are based upon the maximum intensity scenario for each fault.

*Sources Davis, J.F., et al., Earthquake Planning Scenario for a Magnitude 8.3 Earthquake on the San Andreas Fault in the San Francisco Bay Area, Special Publication 61, California Department of Conservation, Division of Mines and Geology (1982).

Steinbrugge, K.VI, et al., Earthquake Planning Scenario for a Magnitude 7.5 Earthquake on the Hayward Fault in the San Francisco Bay Area, Special Publication 78, California Department of Conservation, Division of Mines and Geology (1986).

EARTHQUAKE ON THE SAN ANDREAS FAULT

The following planning information is extracted from the report Earthquake Planning Scenario for a Magnitude 8.3 Earthquake on the San Andreas Fault in the San Francisco Bay Area which was published by the California Department of Conservation, Division of Mines and Geology, in 1982. This scenario is based on the maximum credible earthquake that could occur on the northern San Andreas Fault.

SEISMIC IMPACT

Fault Rupture

The planning scenario assumes an earthquake that is a repeat occurrence of the San Francisco earthquake of April 18, 1906. This magnitude 8.3 event has its epicenter on the San Andreas Fault very near San Francisco. Surface rupture, resulting in cumulative horizontal displacement across the fault of about 10 feet, extends from San Juan Bautista to near Cape Mendocino.

Shaking Intensity

Intense shaking is assumed to occur for a period of 30-50 seconds. In the event of high ground water levels, amplified shaking would occur. Many aftershocks, with an occasional event in the magnitude 6-7 range, would continue for many weeks.

Ground Failure

The areas of high potential for ground failure include all Bay mud deposits, all areas considered of high liquefaction potential by numerous authorities, and most areas in which ground failure was noted in the 1906 earthquake. In 1906, liquefaction was reported to the east of the Guadalupe River, but not to the west. The potential for liquefaction is considered minimal in the rest of San Jose.

TRANSPORTATION

Freeways and Highways

Immediately following the earthquake, 25% of the freeways will be impassable. The disruption produced by the earthquake will create major traffic jams on heavily damaged US 101 from Novato to San Jose and on Route 17 (I-880) from Richmond to Santa Cruz. Some liquefaction is expected to occur along US 101 (north), I-680 (south) and Route 237. Within 36 hours, Route 17 from San Jose to Santa Cruz should be open to single-lane traffic.

Airports

Because the San Francisco and Oakland airports are built entirely on Bay fill, and the water table is within five feet of the surface, runways are expected to be unusable due to major damages. Mineta San Jose International Airport has a reasonable chance of surviving the earthquake without serious disruption of runway integrity and is large enough for C-141 aircraft. After the airport is evaluated in terms of auxiliary power supply, integrity of airport buildings, and vulnerability of access routes, a final plan of action needs to be developed.

Railroads

Ground failure will damage the alignment of the railroads. The damaged portions will not be operable for at least 72 hours. Rail access from the south will be cut off by the collapse of the Pajaro River Bridge east of Watsonville.

Marine Facilities

All marine facilities at Redwood Creek, Palo Alto, and Alviso Channel will be inoperable and inaccessible.

UTILITIES**Telephones**

Because of shaking patterns corresponding with key facility location, the South Bay area may experience complete localized telephone failures on a block-by-block basis. Cellular telephone service may be intermittent as a result of either damage to cell phone towers or from usage overload (too many callers trying to use the system).

Electric Power

One-half to all service connections will be without electric power for 24 hours after the magnitude 8.3 earthquake. During the next 24 hours, approximately one-quarter of the connections may be restored. The Coyote Substation is located in an area of predicted strong shaking and is expected to sustain significant damage. This major substation is subject to inundation if Anderson Dam should fail.

Water Supply

Several of the major aqueducts that deliver imported water to the area will sustain damage causing temporary interruptions in supply. The absence of electrical power for extended periods in some areas will preclude water deliveries where pumping is necessary, even though conveyance facilities may be intact. Fresh water for domestic purposes will have to be supplied by tankers to affected neighborhoods. Firefighting efforts will, in some areas, be seriously hampered during the initial 72 -hour period.

Waste Water

Sewage collection systems will sustain widespread damage, particularly in the low-lying areas near the Bay. The major impact of the earthquake on the sewage collection systems will come as a result of ruptured sewer mains. The Penitencia Treatment Plant and adjacent South Bay Aqueduct terminal facility will be inoperative for more than 72 hours because of seismically triggered landslide displacements.

Natural Gas

Many gas leaks will occur within the distribution mains and individual service connections, particularly in the areas that experience ground failure. Natural gas is expected to be unavailable to all parts of most urban areas in the South Bay for an extended period of time. To prevent explosions, the entire system of mains, feeders, and service lines in the affected area must be purged before pilot lights and service can be restored.

EARTHQUAKE ON THE HAYWARD FAULT

The following planning information is extracted from the report, Earthquake Planning Scenario for a Magnitude 7.5 Earthquake on the Hayward Fault in the San Francisco Bay Area, which was published by the California Department of Conservation, Division of Mines and Geology, in 1986. This scenario is based on the maximum credible event that could occur on the Hayward Fault from San Pablo Bay to southeast of San Jose.

SEISMIC IMPACT

Fault Rupture

Horizontal fault offset of up to 10 feet along the 62-mile length of the fault would cause major damage to structures located on active fault traces. Throughout most of its length the fault traverses residential and commercial areas, posing the threat of widespread damage to buildings, utility lifelines and distribution systems, and transportation routes.

Shaking Intensity

Potentially damaging shaking continues for 30-40 seconds within 16 miles of the fault. Frequent aftershocks, including events of magnitude 6, continue for several weeks. The area subject to shaking of Modified Mercalli Intensity VIII extends from near Petaluma and Napa in the North Bay to south of San Jose.

Predicted shaking of Modified Mercalli intensity IX encompasses an area of some 5 miles in width lying generally west of the Hayward fault, an area that includes virtually all the developed urban area including the eastern half of San Jose. Intensities greater than IX will most commonly occur along the zone of surface rupture and around the Bay margins.

Ground Failures

Secondary ground failures due to liquefaction will be common, particularly on filled ground around the Bay margins. These movements will damage various major structures and lifeline facilities. Seismically induced landslides pose an additional threat, with the probability of failure being highest in the rainy season.

TRANSPORTATION

Freeways and Highways

All of the major freeway routes to the East Bay from the east and south are vulnerable. Major routes subject to surface fault offset (up to 10 feet) include Interstate 880 at Fremont and south to San Jose. Ground failures due to liquefaction and strong ground shaking will cause major damage along Interstate 880 from Richmond to San Jose.

Airports

Runways at the major Bay Area airports may be unusable by larger aircraft. San Jose International Airport is assumed to be available for larger transport aircraft. Other secondary Bay Area airports

should be available for limited use by small aircraft and helicopters. Moffett Field may provide for limited use to large aircraft.

Railroads

Rail service to the Bay Area from the south will be curtailed due to fault rupture, ground failures and structural damage for at least 72 hours after the earthquake.

UTILITIES

Telephones

Telephone communications will be overloaded by post-earthquake calls within the area and from the outside. This situation will be further complicated by physical damage to equipment due to ground shaking and loss of electrical power. Cellular telephone service may be intermittent as a result of either damage to cell phone towers or from usage overload (too many callers trying to use the system).

The San Jose area has a substantial number of telephone facilities located in areas subject to severe shaking and high probability of ground failure. Access for repairs will be a major problem.

Electrical Power

During some portion of the first 72-hour period following the earthquake, all communities within the fault area will experience some loss of power. It is reasonable to consider about one-third of the service connections in the area to be without power for 24 hours. While the resources may be available to rapidly deal with repairs to the system, the general confusion and damage to other lifelines such as communications and highways will complicate restoration efforts. Realistically, power is unlikely to be restored to many areas for several days or longer. Emergency plan alternatives are critical for power-dependent systems such as communications, water supply, fire fighting, and waste treatment.

Water Supply

Water supply systems in the south Bay will be severely crippled by this earthquake. Displacement along the Hayward Fault will heavily damage all aqueducts and the many distribution systems that cross the fault. The flow of water crossing the fault will be reduced to 10% for the first 24 hours. The public will need to conserve available supplies (e.g., water in hot water heaters) and to take safety measures against contamination. Restoration of full service could take months.

Waste Water

Sewage lift stations without emergency power will be a problem. Open trenches may be necessary to carry sewage for short distances around damaged conduits. Alternatively, planners will have to provide for emergency housing or temporary sanitary facilities. Portions of the treatment plant will shut down due to lack of power. Emergency treated raw sewage may have to be discharged into the Bay for up to one month.

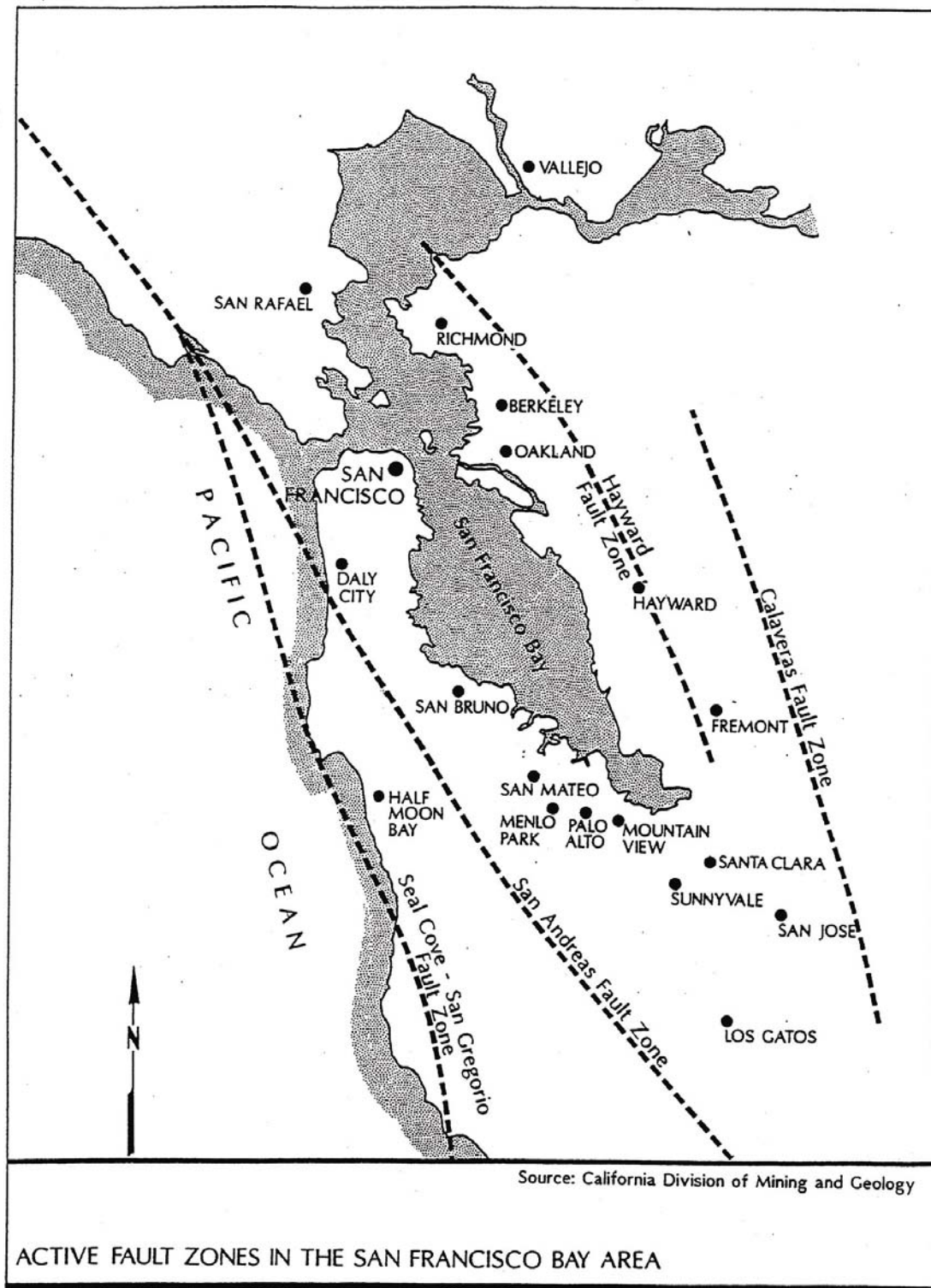
Natural Gas

Secondary ground failures resulting from high intensity shaking will result in many breaks in the natural gas distribution system in the proximity of the fault zone. Some fires will occur in streets due to broken gas mains; structural fires will occur as a result of broken service connections.

Fault rupture will also cause damage to the larger diameter transmission pipelines at Fremont. As a result of damage to transmission facilities, natural gas will be unavailable to Milpitas and San Jose on the south unless gas can be routed from the south. Terminal/transmission facilities damage in the south Bay should be minimal.

Petroleum Pipelines

All major pipelines transporting petroleum fuels to the Bay Area (including the South Bay) cross the Hayward fault either at San Pablo or Fremont and are vulnerable to damage by surface fault rupture.



FIRE

Portions of the City of San Jose are in proximity to the wild land areas of Santa Clara County. In addition, brush and grasses accumulate within natural areas of San Jose, which may contribute to a high fuel load, leading to the potential for wildland/urban interface fires.

San Jose is a high-density city in the downtown core and older central neighborhoods. Existing residential structures in various areas have combustible roofing. Given the right combination of weather condition and local building materials, a conflagration is possible.

Given the amount of wildland/urban interface fire areas and the number of buildings with combustible building materials, most areas of the city are vulnerable to potential fires.

FLOOD

The City of San José is located at the south end of San Francisco Bay. Some of the community is adjacent to tidal rivers, marshes, and bay margins. Some of the community is adjacent to sea walls, dikes and levees, and below sea level. During periods of heavy rains and high tides these areas may experience flooding. In addition, a series of creeks travel from the higher elevations in the south and east portions of the city to the bay, traversing populated areas of the city. In periods of heavy rain these creeks may overflow their banks, causing localized flooding. In addition, since the City's storm drain system empties into creek and river channels at various points, high water levels in the channels may cause water to back up in the storm drain system, causing localized interaction flooding.

FLOOD THREAT SUMMARY

General Situation

The City of San Jose has suffered flooding in the past and has large areas subject to flooding. Several factors have lead to this situation: some parts of the city are low lying and are reclaimed tidal flats or swamps; large areas have subsided as a consequence of pumping from the underlying aquifer, and much of the land has been covered by pavement and by structures which decreases percolation and increases the runoff from rain. The construction of dams, levees, and other flood control works has lead to more intense development of flood-prone areas.

Area at Risk

The areas at risk in the City of San Jose have been identified on the FEMA-produced Flood Insurance Rate Maps (FIRM). San Jose maintains a file of these maps in the Public Works Department and in the Office of Emergency Services.

Nature of the Situation

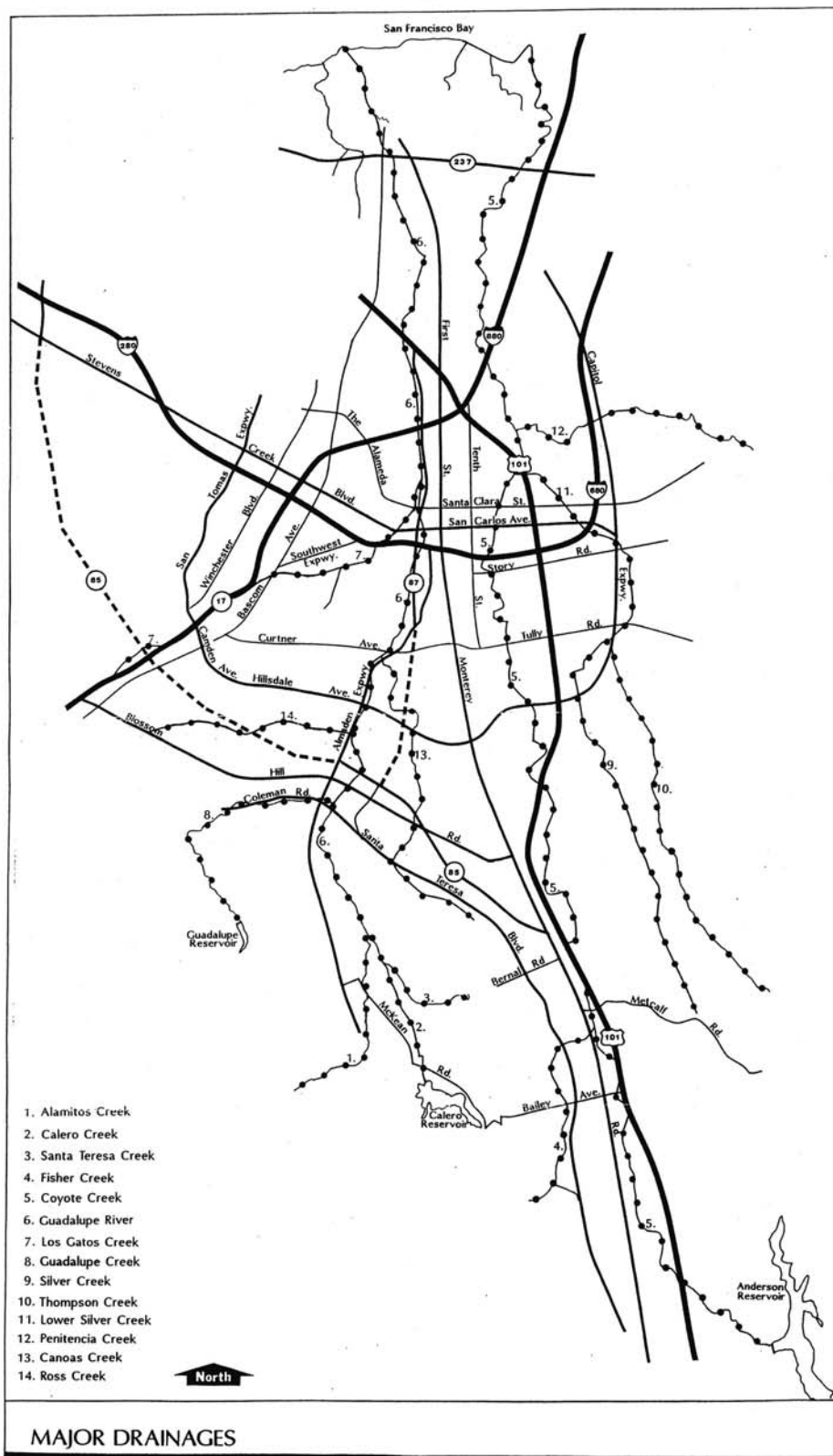
A series of unusually wet winter months could fill and overflow reservoirs; continuing rainstorms, followed by a high tide and a strong northwest wind, could result in massive flooding of low-elevation areas.

- Almost all of the "Golden Triangle" area (bounded by State Route 237, US 101 and I-880) could be inundated or isolated by floodwaters.
- Blocked transportation routes, flooded parking lots, and the inability of employees to travel to the work site could impact area industry.
- Residents of the mobile home parks in north San Jose could be forced to evacuate.
- SR 237 could be unusable as a thoroughfare.
- Agnews State Hospital could be isolated and probably forced to evacuate.

- Areas north of SR 237 could be inundated or isolated also, including Alviso and the San Jose-Santa Clara Water Pollution Control Plant and the salt evaporators.

Those areas of San Jose bordering the Guadalupe River, the Coyote River, Ross Creek, Penitencia Creek, and Silver Creek could suffer at least localized flooding.

The threat to life is not considered great as compared with many other types of disasters. However, the damage and disruption to business and domestic property could result in a major disaster.



HAZARDOUS MATERIAL INCIDENT

Chapter 6.95, Section 25502, California Health and Safety Code, and Title 19, California Code of Regulations, describe the State of California hazardous material emergency planning and community right-to-know program. Counties are required to designate an agency to implement the provisions of this program. In Santa Clara, the County Health Department is the agency designated to administer this program, and the City of San José Fire Department Hazardous Materials Section is authorized to administer major portions of the plan within the City. These agencies maintain business plans for every business in the city that handles a hazardous material in quantities equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet of gas at STP, or federal extremely hazardous substances in excess of threshold planning quantities.

As of April 2004 over 1,700 businesses in San José have filed business plans with the Fire Department as required by California Health and Safety Code Chapter 6.95. In addition, approximately 900 businesses file plans for smaller quantities of hazardous substances below threshold reporting requirements of Chapter 6.95. The preponderance of hazardous materials contained in this gross inventory consists of petroleum products, acids, bases, solvents, heavy metals and toxic gases.

San José is crossed by Interstate 280/680, Interstate 880/Highway 17, and Highway 101 as well as a railway--all of which are major transportation routes. Due to the volume of traffic and the nature of the materials transported, there is a heightened risk of a hazardous material leak or spill in San José.

In the event of a hazardous material incident in San José, the Fire Department will act as lead agency within the City limits, and will provide an incident commander. The San José Police Department and the San José Public Works Department will provide support. The Fire Department Hazardous Material Incident Team will be requested to respond. Generally, response at the City level will be limited to containment, situation analysis, shelter-in-place and possibly, evacuation of the threatened population.

Substances that might be encountered in a hazardous material incident include, but are not necessarily limited to:

- Flammable gases
- Flammable liquids
- Nonflammable gases
- Corrosives
- Poisons, Class A & B
- Flammable solids
- Oxidizers
- Organic peroxides
- Poison gases
- Radioactive materials
- Etiologic agents

Generalized response procedures for hazardous material incidents are contained in the checklist of Annex (B) of this document. Detailed response procedures are contained in departmental SOPs of the San José Fire Department and its Hazardous Material Incident Team.

HAZARDOUS MATERIALS INCIDENT THREAT SUMMARY

General Situation

Many forms of hazardous materials are present in and around the City of San Jose. These materials are present in permanent storage facilities, in manufacturing processes, in various forms of vehicular transit (trucks, trains and aircraft) and in pipelines. The materials may be any combination of poison, corrosive, explosive, or flammable character. The poison effect may be due to chemical, radioactive, or biological properties of the materials. The physical state may be as solid/fine powder, liquid, or gas, perhaps under great pressure. The available quantity may be from a few grams in a laboratory test tube, to a huge storage tank at a petroleum terminal. Quantities of hazardous materials cannot be estimated at this time. Furthermore, there is no requirement to notify the City of hazardous materials transported by rail or on state or federal highways through the City.

By definition, people are vulnerable to injury and deaths from hazardous materials. Property also is vulnerable to damage from corrosive, explosive, and flammable hazardous materials.

Area at Risk

The City is traversed by a system of railroads and of federal and state highways and expressways that may transport hazardous materials. The City is over flown frequently by military and civilian aircraft carrying fuel and fluids, which are toxic and unknown cargoes, which may include hazardous materials. Transmission pipelines also traverse the City. Some carry flammable and explosive petroleum products; others transport natural gas at high pressure. The industrial areas of San Jose are considered to be likely sites of hazardous materials.

For planning purposes, all persons in areas within one mile of any railroad, state or federal highway, transmission pipeline, and industrial area are considered at risk and vulnerable to injury from hazardous materials.

The areas at risk amount to a substantial part of the City of San Jose. The juxtaposition of rail lines, pipelines, storage facilities, and manufacturing facilities provides opportunities for coincidental events to develop into a major disaster. Several thousands of people could be at risk, transportation could be disrupted, and rescue and evacuation efforts could be severely constrained.

WEAPONS OF MASS DESTRUCTION INCIDENT

In 1997 Congress determined that there was a reasonable potential for terrorist attacks against domestic sites. Under federal legislation, six federal agencies were tasked to assist local governments to create local elements of the Domestic Preparedness Program in preparing for such attacks: Department of Defense, Department of Justice/Federal Bureau of Investigation, Department of Health and Human Services, Federal Emergency Management Agency, Environmental Protection Agency, and Department of Energy. Weapons of concern, capable of killing and injuring hundreds of victims at one point of release, include chemical, biological, radiological and nuclear substances, as well as conventional explosives. The City of San Jose was identified as one of the 25 largest cities in the United States, and included in a federal program to develop local response assets for response to a terrorist attack starting in 1997.

WEAPONS OF MASS DESTRUCTION THREAT SUMMARY

General Situation

The threat analysis for the City of San Jose is based on several factors: population size, economic importance, multi-cultural population, and proximity to the Pacific Rim. San Jose is the eleventh largest city in the United States and the third largest in California, the largest city in the Bay Area. It is consistently one of the top two-dollar value exporting cities in the United States. San Jose has been rated the most ethnically diverse city in the country, with residents from areas of the world beset by domestic unrest. Since some of these individuals have been politically active in their nations of origin, there is the potential for external affairs and international tensions to impact these residents and their businesses. Finally, California's long Pacific coastline provides opportunity for illegal entry into the country of individuals and materials supporting terrorist goals.

In addition, San Jose is home to major universities, research establishments, and high profile events, such as high tech conventions, national sports events, and political meetings of national interest. Local universities support research communities actively engaged in research on nuclear, radiological and fissile materials. Both universities and the biotechnology industry invent and work with biological materials and pathogenic agents.

Area at Risk

Significant stockpiles of toxic substances and biological materials for industrial use, in San Jose and the surrounding areas, provide a ready supply of materials for development of weapons. These materials exist throughout the commercial and industrial sectors of the City. Since many of the substances are airborne when released, areas at risk include not only high target areas, such as large public gathering places, but most areas of the City because they are downwind of facilities likely to be terrorist targets.

Response Planning

Part of the Federal Domestic Preparedness Program included the creation of a Metropolitan Medical Task Force (MMTF) and a Metropolitan Medical Response System (MMRS). The MMTF consists of on-duty personnel of the San Jose Police Department, San Jose Fire Department, and San Jose Office of Emergency Services, working in partnership with County Health Department, County Medical Examiner/Coroner resources, County Mental Health and private ambulance service. The MMRS incorporates the hospital, clinic and medical practitioner community. Additional resources would be activated through the California Emergency Medical Services Authority and the National Disaster Medical System.

In the event of a terrorist attack, the MMTF would be mobilized to assist the victims, and the MMRS would prepare to receive and care for the victims. Local, regional, state and federal assets would be mobilized under the Standardized Emergency Management System and the Federal Emergency Response Plan. Details of the cooperation and coordination of agencies and resources are contained in the SOP's of the MMTF and its partner departments. Because of the sensitive nature of the material, these procedures are not public documents.

NUCLEAR ATTACK¹

According to federal authorities, San José is not located in a high-risk area with respect to the direct effects of nuclear weapons during an attack on the United States. However, in the event of a nuclear attack, no community can be considered safe from the effects of resultant radioactive fallout.

Population protection measures to be employed in the event of a nuclear attack include:

- In-place sheltering using designated fallout shelters contained in the NFS list;
- Upgrading shelters on the NFS list to a PF of 40;
- Construction of home fallout shelters;
- Construction and use of expedient fallout shelters;
- Spontaneous evacuation.

NATIONAL DEFENSE EMERGENCY THREAT SUMMARY

General Situation

A National Defense Emergency (NDE) arises as a consequence of an act of war. The unique characteristic of a NDE is that federal powers supersede local powers and national interests have priority. A NDE may arise due to an attack or threat of attack by another nation or an action by a terrorist group. The attack or action may be based on the use of conventional weapons or by chemical, nuclear, or biological weapons.

Area at Risk

The area at risk cannot be predicted. It could be a single relatively small military target or it could be the entire world, or anything in between. For civil nuclear defense planning purposes, the Federal Emergency Management Agency (FEMA) has designated the Bay Area (including most of the City of San Jose) as a risk area.

Nature of the Situation

A NDE would be expected to be preceded by a period of increasing international tension except, perhaps, in the event of a terrorist group action. Each type of attack has specific characteristics; these are given in very abbreviated form below:

Conventional. Very fast onset of damaging effects. Effective against military and civil targets, effective against equipment and personnel.

¹Source NAPB-90, FEMA

Chemical. Rapid onset of damaging effects. Effective against Personnel. Little effect on equipment. Detectable in less than a day through chemical analysis.

Biological. Slow onset of damaging effects. Effective against Personnel. Not effective against equipment. Detection may be difficult and could take a day or more.

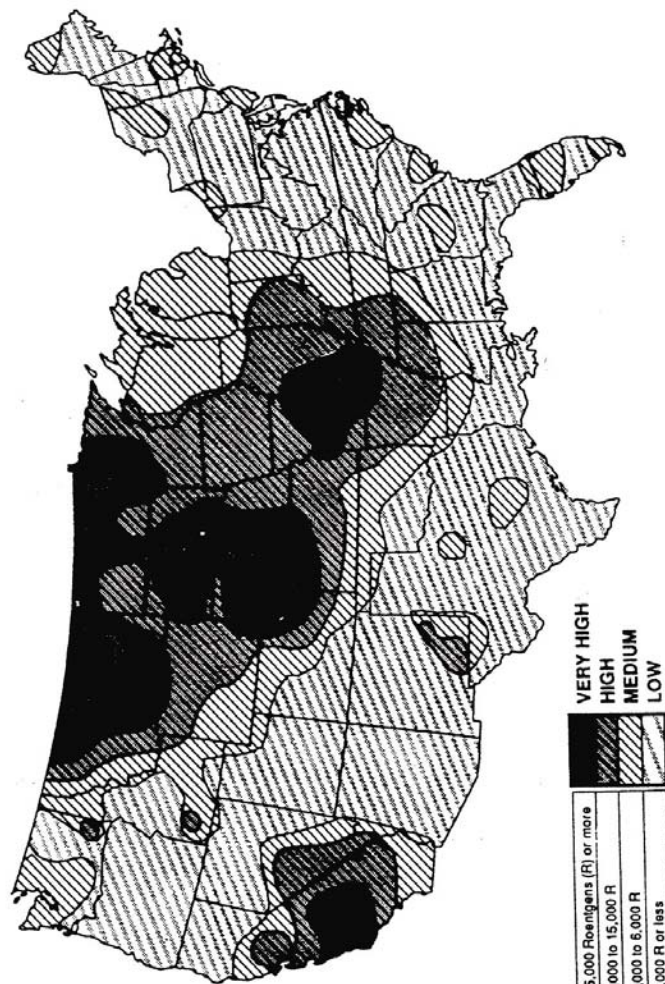
Nuclear-High Altitude. Creates electromagnetic pulse. Immediate damaging effect on electrical and electronic equipment; none on other equipment or Personnel.

Nuclear-Air Burst. Very fast onset of damaging effects. Creates thermal pulse and shock wave that will burn and collapse most equipment and kill or seriously injure most Personnel within several mile radius. Radioactive fallout may arise.

Nuclear-Ground Burst. Very fast onset of damaging effects. Creates much radioactive fallout having a long-term damaging impact on health of Personnel over a wide area. Shock wave and thermal pulse have less impact.

As international tension increases, governments and citizens would increase their level of preparedness and develop specific plans. Upon threat of any type of attack a rather large portion of the threatened urban population would be expected to spontaneously leave densely-populated areas, and plans to assist these people, as well as those remaining, would be implemented.

FALLOUT HIGH RISK AREAS **NUCLEAR ATTACK PLANNING BASE - 1990**



15,000 Roentgens (R) or more	VERY HIGH
6,000 to 15,000 R	HIGH
3,000 to 6,000 R	MEDIUM
3,000 R or less	LOW

FEMA-200-008

DAM FAILURE THREAT SUMMARY

General Situation

Dam failures can result from a number of natural or man-made causes such as earthquakes, erosion of the face or foundation, improper siting, rapidly rising floodwaters, and structural/design flaws. The three types of dams found in Santa Clara County are: 1) Earth and Rockfill; 2) Concrete Arch or Hydraulic Fill; and 3) Concrete Gravity.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path.

Area at Risk

There are 11 dams (as defined by the State Water Code) located in or affecting the City of San Jose that come under the mandatory requirements of the revised State Dam Safety Act. Detailed evacuation procedures have been prepared for each and are contained in San Jose's Dam Failure Evacuation Plan. These dams vary in size, location, and ownership, but have one thing in common -- if they fail, people and property in downstream areas will be in jeopardy. The failure of most dams will affect both incorporated and unincorporated territory, necessitating detailed inter-jurisdictional coordination and cooperation. Table 1 provides a general description of each dam or reservoir affecting the City of San Jose.

Dam owners have submitted maps that depict the maximum area that will flood should their dam fail. Each inundation area is divided into zones, with the area closest to the dam most critical.

Nature of the Situation

Timely warning is a key element for effective response to a dam failure. Warning ability is generally determined by the frequency of inspections for structural integrity, the flood wave arrival time (the time it takes for the flood wave to reach a given point), or the ability to notify persons downstream. The frequency of updating and exercising an evacuation plan that is site-specific assists in developing warning proficiency. Early detection of the beginning stages of failure must be quickly communicated to the affected jurisdictions. They, in turn, must immediately broadcast a warning to the threatened population. Mass evacuation before flooding of the inundation areas by a failed dam would be essential to save lives. If warning is not received or acted upon before the dam fails, extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. Coroner services for many dead persons would pose difficult problems; public health would be a major concern. Many families would be separated, particularly if the failure occurred during working hours. Emergency operations could be hampered by the loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services.

Governmental assistance could be required to continue for an extended period. Outside help would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population including, as required, temporary housing for displaced persons.

TABLE 1. DAMS AND RESERVOIRS AFFECTING THE CITY OF SAN JOSE

County Facility Number	Facility Name	Dam Height (Feet)	Reservoir Capacity (Acre Feet)	Owner (1)	Affected Jurisdictions (2)
1.	Almaden Dam	110	2,000	SCVWD	Co, SJ
2.	Almaden Vly Res.	38	27	SJWC	Co, SJ
3.	Anderson Dam	235	91,300	SCVWD	Co, SJ, MH, G, SBC
4.	Austrian Dam	185	6,200	SJWC	Co, SJ, LG, CA
5.	Calero Dam	90	9,300	SCVWD	Co, SJ
6.	Cherry Flat Dam	60	500	SJ	Co, SJ
8.	Columbine Res.	24	60	SJWC	SJ
9.	Coyote Dam	140	24,500	SCVWD	Co, SJ, MH, G, SBC
10.	Coyote Perc. Dam	24	72	SCVWD	Co, SJ
14.	Guadalupe Dam	142	3,460	SCVWD	Co, SJ, LG
19.	Lexington Dam	205	21,430	SCVWD	Co, SJ, LG, CA, SC

Notes:

(1) SCVWD = Santa Clara Valley Water District
 SJWC = San Jose Water Company
 SJ = City of San Jose

(2) Co = County of Santa Clara
 SJ = City of San Jose
 SC = City of Santa Clara
 MH = City of Morgan Hill
 G = City of Gilroy
 SBC = San Benito County
 LG = Town of Los Gatos
 CA = City of Campbell

TABLE 2
PERTINENT CHARACTERISTICS OF INUNDATION AREAS (SAN JOSE ONLY)

No.	Facility Name	Flood Wave Arrival Time (hours) ²		Impact ³		
		Upstrm Border	Dnstrm Border	Est. Resident Pop.	Unique Institution	Key Facilities
1.	Almaden Dam	0.4	2.3	9,300	4	0
2.	Almaden Vly Res	0.0	0.2	500	0	0
3.	Anderson Dam*	0.0	8.0	82,500	51	12
4.	Austrian Dam	2.0	5.0	4,700	3	8
5.	Calero Dam	0.1	3.0	45,000	20	1
6.	Cherry Flat Dam	0.2	1.0	700	1	0
8.	Columbine Res.	0.0	0.3	1,100	2	1
10.	Coyote Perc. Dam	0.0	4.0	4,300	0	3
14.	Guadalupe Dam	0.2	2.0	25,000	7	0
19.	Lexington Dam	0.2	4.0	6,500	26	10

Unique institutions include facilities such as schools, acute care hospitals, convalescent hospitals, and nursing home. Key facilities are those necessary to emergency operations such as the EOC, fire stations, police buildings, and City Hall.

*Includes concurrent failure of Coyote Dam

²Source: Santa Clara Valley Water District, Advance Planning Division computations

³Source: City of San Jose, OES estimates volunteered to assist public agencies in emergencies.

GLOSSARY OF ACRONYMS

ARC	-	American Red Cross
ASST. MSC	-	Assistant Management Section Chief
BATWING	-	Bay Area Terrorism Working Group
BCP	-	Business Continuity Planning
CBRNE	-	Chemical, Biological, Radiological, Nuclear, Explosive
CDFFF	-	California Department of Forestry and Fire Protection
CST	-	Civil Support Team (National Guard
DAC	-	Disaster Application Center
DART	-	Disaster Assistance Response Team
DEP	-	Director of Emergency Preparedness
DES	-	Director of Emergency Services
DHS	-	Department of Homeland Security
DHHS	-	Department of Health and Human Services
DMAT	-	Disaster Medical Assistance Teams
DMORT	-	Disaster Mortuary Team
EOC	-	Emergency Operations Center
EOP	-	Emergency Operations Plan
E	-	Emergency Public Information Officer
EMS	-	Emergency Medical Services
FEMA	-	Federal Emergency Management Agency
GIS	-	Geographical Information System
ICP	-	Incident Command Post
I-ZONE	-	Wildland Urban Interface Zone
MMRS	-	Metropolitan Medical Response System
MMTF	-	Metropolitan Medical Task Force
MSC	-	Management Section Chief
NASA	-	National Aeronautic Space Administration
NBC	-	Nuclear, Biological, Chemical
NWS	-	National Weather Service
OES	-	Office of Emergency Services
PIO	-	Public Information Officer
RACES	-	Radio Amateur Civil Emergency Service
SAMTRANS	-	San Mateo County Transit Agency
SAR	-	Search and Rescue
SCCSO	-	Santa Clara County Sheriff's Office
SCVTA	-	Santa Clara Valley Transit Authority
SOP	-	Standard Operating Procedure
SCVWD	-	Santa Clara Valley Water District
USAR	-	Urban Search and Rescue
USGS	-	US Geological Survey
VMC	-	Santa Clara Valley Medical Center
WMD	-	Weapons of Mass Destruction

CITY DEPARTMENT ACRONYMS

CAE	-	Conventions, Arts and Entertainment
CE	-	Code Enforcement
CMO	-	City Manager's Office
DOT	-	Department of Transportation
ES	-	Environmental Services
IT	-	Information Technology
GS	-	General Services
OES	-	Office of Emergency Services
PB&CE	-	Planning, Building and Code Enforcement
PRNS	-	Parks, Recreation and Neighborhood Services
PW	-	Public Works

ANNEX A

MANAGEMENT

This annex establishes policies and procedures and assigns responsibilities to ensure the effective management of community emergency response section. It provides information on the City emergency management structure, activation of emergency response and recovery procedures, and Emergency Operations Center (EOC) data.

OBJECTIVES

The overall objective of the Management Section is to ensure the coordination of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and human-caused events. Specific events include:

- Overall management and coordination of emergency response and recovery operations, both at the field level and the EOC.
- Determine the need for, and level of, disaster declarations.
- Coordination and liaison with appropriate federal, state, and local government agencies, as well as applicable private sector entities.
- Requesting and allocating resources and other support.
- Establishing priorities among emergency response requirements and adjudicating any conflicting demands for support.
- Activating and utilizing communications systems.
- Preparing and disseminating emergency public information.
- Overseeing community alerting based on Federal Agency Warnings.
- Development of adequate mitigation plans and projects.

CONCEPTS OF OPERATIONS

City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency.

Decentralized Coordination and Direction

This management mode is similar to day-to-day operations and is employed in Level I responses. The City EOC is not activated.

Centralized Coordination - Decentralized Direction

This mode of operation is employed in Level II responses, characterized by involvement of several departments. Key management level personnel from the principal involved departments operate from the EOC. Typical emergency management activities under this mode include:

- Citywide situation analysis and damage assessment,
- Citywide public information operations,
- Determining resources requirements and coordinating resource requests, and
- Establishment and maintenance of a logistics system.

Centralized Coordination and Direction

This mode is employed in Level III disasters. The City EOC is fully activated, and coordination and direction of response and recovery actions are conducted from the EOC.

EMERGENCY PERIODS

The emergency management organization will ordinarily function within the context of one of the following three periods.

Pre-Emergency Period

During this period, response and recovery resources and equipment are maintained in operable condition; EOPs are periodically exercised and updated; and staff is periodically trained.

Emergency Period

If a disaster occurs, or appears imminent, Police Dispatch Senior will be notified. This person will, in turn, activate all or portions of the City emergency management system. The EOC may be activated, depending on the severity of the situation. A LOCAL EMERGENCY may be proclaimed.

Should an emergency occur without warning, management of the initial response will be in a decentralized mode by on-duty personnel. Centralized management, if required, will be instituted as soon as possible. Initial response efforts will concentrate on the preservation of life and property, situation analysis, and containment. Subsequent actions will focus on care and shelter operations, damage assessment and documentation, and mutual aid request/response. Emergency management

staff will consider declaring a LOCAL EMERGENCY and requesting a Gubernatorial declaration of a STATE OF EMERGENCY.

Post-Emergency Period

Post-emergency activities will stress restoration of family autonomy, disaster relief, and situation analysis with a view toward mitigation of future hazards. The EOC will most likely be deactivated, and any proclamations previously made will be terminated or coordinated based on the mitigation and recovery work underway.

EMERGENCY MANAGEMENT ORGANIZATION

The City of San José emergency management organization is headed by the City Manager/Director of Emergency Services, who in turn coordinates with the Citizen Corp Council. The Director of Emergency Services is supported by a staff comprised of city departments organized under the Standardized Emergency Management System and assigned primary and support duties in the Table of Responsibilities, contained in this Annex.

Collectively, the San José emergency management organization has overall responsibility for:

- Organizing, staffing, and operating the EOC;
- Operating communications and alerting systems;
- Public Information Officer (PIO) function;
- Resource management;
- Situation analysis and damage assessment;
- Coordinating mutual aid response and requests; and
- Overall management of emergency response and recovery operations.

DIRECTION AND CONTROL

In an emergency requiring activation of the EOC, or in an emergency requiring response by more than one agency, whether or not the EOC is activated, or in cases where a proclamation of LOCAL EMERGENCY, STATE OF EMERGENCY, or STATE OF WAR EMERGENCY, the following command relationships will apply:

MANAGEMENT SECTION CHIEF - The Director of Emergency Services, who is the City Manager, or designated alternate. This individual is responsible for overall incident/citywide coordination and management of the response effort. Most likely base of operations will be the EOC. Staff officers assigned to the primary/alternate EOC, and the SEMS organization will support the Director.

EOC COORDINATOR - Director of Emergency Preparedness, or designated alternate. This individual's responsibilities will include the management and supervision of the administrative functions of the EOC. This individual is responsible for maintaining the operational readiness of the primary and alternate EOC facilities and staffs.

ON-SCENE MANAGEMENT - The City of San José subscribes to and utilizes the Incident Command System (ICS). Generally, the San José Police Department will provide Incident Commanders (ICs) for:

- Bomb Threats/Bombs Found
- Crime Scenes
- Civil Disturbances
- Evacuation Operations (other than hazardous materials caused)
- Search and Rescue Operations (Other than disaster caused)
- Transportation Accidents (City Streets Only)
- Traffic Control Operations

San José Fire Department will provide ICs for:

- Terrorism events involving chemical, biological, nuclear or radiological materials, or exploded materials
- Fire Suppression Operations
- Hazardous Material Incidents, including evacuation operation
- Urban Search and Rescue Operations
- Heavy Rescue Operations
- Radiological Accidents
- Earthquake Overall Response
- Flood Incidents
- Multiple Casually Incidents

In some instances, City authority may be pre-empted by state or federal authority. In those instances, City government will act directly under the authority of the duly authorized representative of the state or federal government.

MUTUAL AID REGION EMERGENCY MANAGEMENT

San José is located in State OES Coastal Region and Region II for Mutual Aid purposes. State OES Coastal Region has staff support available from State OES and other state agencies. The Coastal Region Office also serves as a Regional EOC when necessary. The primary mission of the Coastal Region emergency management organization is to support City and Operational Area response and recovery operations, and to coordinate Mutual Aid Regional response and recovery operations.

EMERGENCY OPERATIONS CENTER

The City of San Jose Emergency Operations Center (EOC) is located on the fourth floor of the Public Safety Communications Center. During the evening hours and on weekends and holidays, keys to the EOC are available:

- Through Systems Control in the Dispatch Center;
- From the Police Watch Commander (3rd floor, Communications Center).

Instructions for activating the EOC are kept within the entrance to the EOC Operations Room.

If an emergency situation is too large to be coordinated from the field, or if a major disaster occurs, the Department Head who is Incident Commander or the Management Section Chief orders the activation of the EOC. The EOC provides a place where emergency operations can be centralized for better communication. The Center has tables, phones, FAX, radios, computers, maps, reference documents, operating procedures, and office supplies.

If the Emergency Operations Center is unusable, the Alternate EOC will be used. Mobile radios, phones and computers will permit re-location of the EOC to any appropriate location if circumstances dictate.

MATRIX OF RESPONSIBILITIES

EMERGENCY FUNCTIONS OF CITY DEPARTMENTS

<u>FUNCTION</u>	<u>PRINCIPAL</u>	<u>SUPPORT</u>
Management Section Chief	Manager	
Assistant Management Section Chief	Manager	
EOC Coordinator	Manager/OES	ESD Fire
Administrative Support	Manager	
City Hall Liaison	Manager	
Community Relations Officer	Manager	ESD Transportation
Emergency PIO	Manager	Airport CAE ESD Fire Police
Legal Advisor	City Attorney	
Liaison Officer	Manager	
Safety Officer	Employee Services	Employee Relations
Security Officer	Police	
Operations Section Chief	Fire/Police	Police Fire PW DOT ESD
Care and Shelter	PRNS	American Red Cross Housing

Matrix of Responsibilities
Emergency Functions by City Department

<u>FUNCTION</u>	<u>PRINCIPAL</u>	<u>SUPPORT</u>
Care and Shelter	PRNS	GS ES Library PB&CE Police PW DOT
Communications	Police Dispatch	Fire Dispatch PW PB&CE RACES
Construction Engineering	Public Works	DOT SCVWD ESD Airport
Coroner Liaison	Police	GS DOT
Fire and Rescue <ul style="list-style-type: none"> ▪ Fire Operations ▪ HazMat ▪ Medical ▪ Search and Rescue 	Fire	GS PW DOT ESD
Law Enforcement	Police	Airport Attorney ESD GS PB&CE PW
Medical Liaison	Fire	

**Matrix of Responsibilities
Emergency Functions by City Department**

<u>FUNCTION</u>	<u>PRINCIPAL</u>	<u>SUPPORT</u>
Message Center	RACES	City Clerk Library
Public Health Liaison	ESD	PB&CE GS
Planning/Intelligence Section Chief	PB&CE	ESD
Situation Analysis	PB&CE	DOT Fire IT Library Police PW
Damage Assessment	PB&CE	DOT Finance Fire GS Housing IT Police (Info Only) PW RDA
Recovery	PB&CE	DOT ESD Housing PW
Logistics Section Chief	GS	IT
Facilities	GS	CAE PRNS

**Matrix of Responsibilities
Emergency Functions by City Department**

<u>FUNCTION</u>	<u>PRINCIPAL</u>	<u>SUPPORT</u>
Information Technology	IT	Fire Police
Housing (temporary)	Housing	GS PB&CE RDA
Procurement	GS	Finance
Transportation	GS	DOT Airport Police VTA
Utilities	PW	ESD Fire Police
Finance/Admin. Section Chief	Finance	Auditor IT Manager/Budget

EOC ACTIVATION

Determine if the EOC should be activated:

- Authorization from City Manager or request from Incident Commander (IC).

If so -

Instruct Police Dispatch Senior to initiate alert/recall procedures for key personnel.

Instruct the OES staff during working hours, or Police BFO after hours to:

- Initiate EOC setup procedures,
- Arrange for additional phone hookup in the EOC auxiliary rooms,
- Make feeding and housing arrangements for EOC staffers, and
- Make arrangements for the activation and release of emergency response personnel and provide for (24-hour) staffing of emergency response jobs (EOC staff, emergency support services, shelter teams, etc.).

Once EOC staff has been assembled, conduct an initial Action Planning briefing, situation overview, and EOC orientation. Conduct periodic Action Planning briefings throughout the emergency.

Poll the Situation Analysis section in the EOC to determine the nature, scope, and severity of the incident(s). Information thus obtained will influence decisions regarding emergency declarations and proclamations, requests for mutual aid, evacuation, and other vital considerations. Therefore, pay particular attention to:

- Nature of the emergency(s)
- Multiple incidents
- Areas of the City affected or threatened
- Containment potential
- Fatalities and injuries
- Damage assessment figures expressed in dollar amounts

Determine the need to activate the public alerting system.

Use Disaster Accounting procedures.

Coordinate all media releases and EPIO Action Plans through the Management Section Chief and the Assistant Management Section Chief.

The Management Section Chief may proclaim a local emergency. A sample proclamation is included at the end of this checklist.

A Gubernatorial or Presidential declaration may also be requested using the appropriate form. Obtain City Council confirming action at the next City Council meeting within seven days.

RESOLUTION NO. _____

A RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Title 2, Chapter 2.16, Part 1, Section 2.16.060 of the Municipal Code of the City of San Jose empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session: and

WHEREAS, the Director of Emergency Services of the City of San José does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city caused by _____commencing on or
(fire, flood, storm, epidemic, riot, earthquake, or other cause)
about _____.m. on the _____day of _____, 20 ____; and

That the City Council of the City of San José is not in session, and cannot immediately be called into session;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this city shall be those prescribed by state law, by ordinances and resolutions of this city, and by the City of San José Emergency Plan, as approved by the City Council on _____.

Dated: _____

By:_____

Director of Emergency Services
City of San José

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE
RATIFYING THE PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY ISSUED BY
THE DIRECTOR OF EMERGENCY SERVICES AND FURTHER PROCLAIMING THE CONTINUED
EXISTENCE OF THE EMERGENCY

WHEREAS, Title 2, Chapter 2.16, Part 1, Section 2.16.060 of the Municipal Code of the City of San Jose empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity, and the City Council is not in session, subject to ratification by the City Council within seven (7) days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within said city, caused by _____;
(fire, flood, storm, epidemic, riot, earthquake, or other cause)
commencing on or about _____ .m. on the _____ day of _____, 20 ____;
at which time the City Council of the City of San Jose was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of San Jose did proclaim the existence of a local emergency within said city on the _____ day of _____, 20____;

NOW, THEREFORE, the City Council of San Jose does hereby:

1. Ratify and confirm the proclamation of existence of a Local Emergency, as issued by the Director of Emergency Services for the City of San Jose; and
2. Proclaim the continued existence of the Local Emergency and order that such Local Emergency shall be deemed to continue until its termination is proclaimed by the Council of the City of San Jose.

ADOPTED this _____ day of _____, 20____, by the following vote:

AYES:
NOES:
ABSENT:

Mayor

ATTEST:

City Clerk

NOTE: The governing body must review the need for continuing the local emergency, at least every 14 days, until the local emergency is terminated and must proclaim the termination of the local

emergency at the earliest date that conditions warrant. (California Government Code Section 8630.)

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE
PROCLAIMING A LOCAL EMERGENCY

WHEREAS, Title 2, Chapter 2.16, Part 1, Section 2.16.060 of the Municipal Code of the City of San Jose empowers the City Council to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council has been requested by the Director of Emergency Services of said city to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by _____;

(fire, flood, storm, epidemic, riot, earthquake, or other cause)

commencing on or about _____ .m. on the _____ day of _____, 20 ____; and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, the City Council of San Jose does hereby:

1. Proclaim that a local emergency exists throughout the City of San Jose; and,
2. Further proclaims and orders that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this city shall be those prescribed by state law, by charter, ordinances, and resolutions of this city, and by the City of San Jose Emergency Plan, as approved by the City Council on _____, 20____.
3. Proclaims and orders that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of San Jose.

ADOPTED this _____ day of _____, 20____, by the following vote:

AYES:

NOES:

ABSENT:

Mayor

ATTEST:

City Clerk

NOTE: The governing body must review the need for continuing the local emergency, at least every 14 days, until the local emergency is terminated and must proclaim the termination of the local emergency at the earliest date that conditions warrant. (California Government Code Section 8630.)

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE
REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES,
CONCURRENCE IN LOCAL EMERGENCY

WHEREAS, on _____, 20____, the Council of the City of San Jose found that due to

(heavy rains, windstorms, floods or other causes)
a condition of extreme peril to life and property did exist in the City of San Jose during the period of
_____ to _____; and

WHEREAS, in accordance with state law the Council now declares an emergency does exist
throughout said city;

NOW, THEREFORE, IT IS HEREBY DECLARED AND ORDERED that a copy of this
declaration be forwarded to the State Director of the Office of Emergency Services with a request that he
find it acceptable in accordance with provisions of the State Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____,
(Name)
_____, is hereby designated as the authorized
(Title)
representative of the City of San Jose for the purpose of receipt, processing, and coordination of all
inquiries and requirements necessary to obtain available state assistance.

ADOPTED this _____ day of _____, 20____, by the following vote:

AYES:
NOES:
ABSENT:

Mayor

ATTEST:

City Clerk

(Attach a list of damaged Public Facilities showing location and estimated cost of repair.)

NOTE: This declaration of local emergency must be made within 10 days of the disaster
occurrence in order to qualify for assistance under the State Natural Disaster Assistance
Act.

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE
REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, on _____, 20____, the Council of the City of San Jose found that due to _____
(heavy rains, windstorms, floods or other causes)
a condition of extreme peril to life and property did exist in the City of San Jose; and

WHEREAS, in accordance with state law the Council declared an emergency did exist throughout said city; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY DECLARED AND ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the City of San Jose to be a state of emergency; and

IT IS FURTHER RESOLVED that _____,
(Name)
_____, is thereby designated as the authorized
(Title)
representative for public assistance and _____,
(Name)
_____, is hereby designated as the authorized
(Title)
representative for individual assistance of the City of San Jose for the purpose of receipt, processing, and coordination for all inquiries and requirements necessary to obtain available state and federal assistance.

ADOPTED this _____ day of _____, 20____, by the following vote:

AYES:
NOES:
ABSENT:

ATTEST:

City Clerk

Mayor

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE
PROCLAIMING THE TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency presently exists in the City of San Jose in accordance with the proclamation thereof by the City Council on the _____ day of _____, 20____, (or by the Director of Emergency Services on the _____ day of _____, 20____, and ratified and executed by the City Council on the _____ day of _____, 20____,) as a result of conditions of extreme peril to the safety of persons and property caused by

_____; and
(fire, flood, storm, epidemic, riot, earthquake, or other cause)

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, Employee Services, equipment, and facilities of and within said City of San Jose;

NOW, THEREFORE, the City Council of San Jose does hereby:

1. Proclaim the termination of the local agency of the City of San Jose.

ADOPTED this _____ day of _____, 20____, by the following vote:

AYES:

NOES:

ABSENT:

Mayor

ATTEST:

City Clerk

ALERTING AND WARNING

National Warning System (NAWAS)

NAWAS is a dedicated wire-line system that provides two-way voice communications between federal Warning Centers, state's Warning Points, and local Warning Points. The system in California consists of four elements:

- NAWAS, Federal—California link
- NAWAS, State-County Warning Points circuits
- County-City warning systems
- Local warning devices and systems

NAWAS-Federal

The system is activated from two federal facilities, located in Colorado Springs, Colorado, and Olney, Maryland.

NAWAS-California

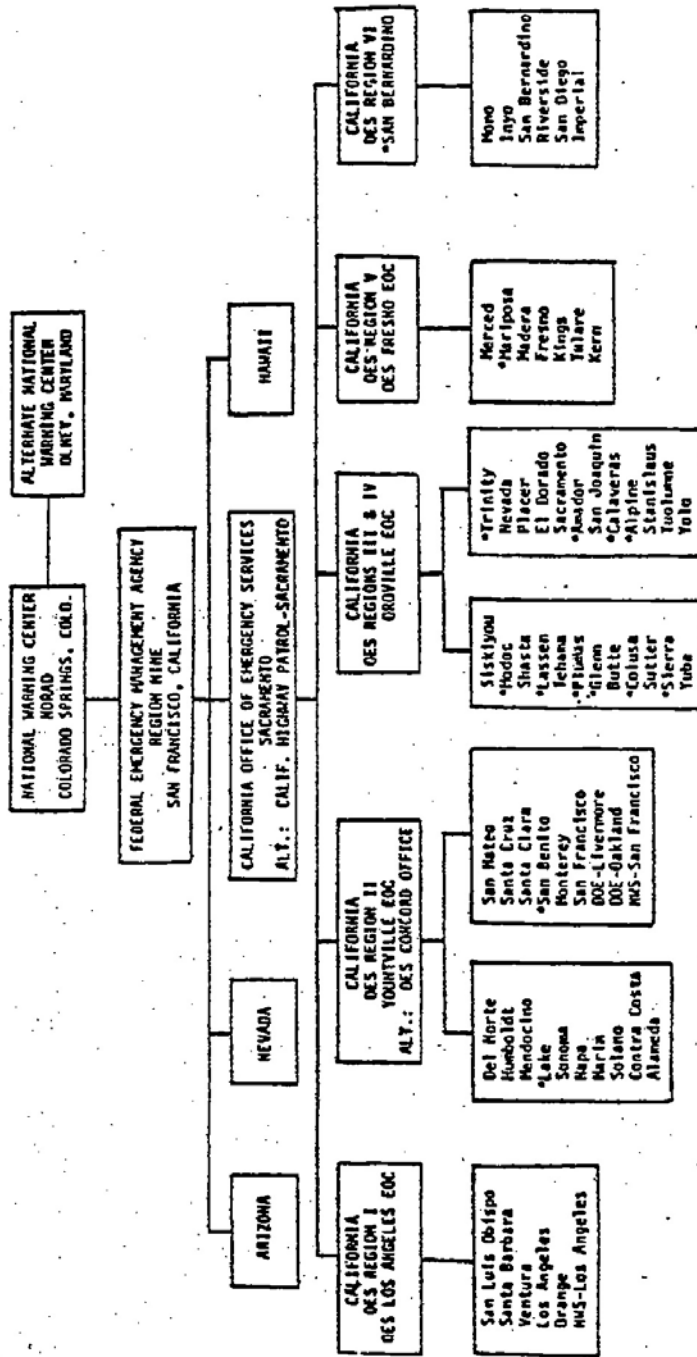
California ties into the national system with a primary dropout at OES Headquarters in Sacramento. Circuits then extend to 46 county warning points (see chart on next page). California Highway Patrol Headquarters in Sacramento serves as the alternate State Warning Point.

Both federal and state circuits are monitored 24 hours a day at OES Headquarters, the alternate state Warning Point, and each county warning point.

County Warning System

The siren system has been dismantled in Santa Clara County. The Emergency Broadcast System will be used to contact the public in an effected area.

CALIFORNIA PORTION, NATIONAL WARNING SYSTEM (NAWAS)



*Proposed

Dissemination of Attack Warnings

The Federal Warning Centers disseminate warning information to state Warning Points over NAWAS. State Warning Points disseminate the information they receive over NAWAS to the local Warning Points. In addition, state agency radio systems, teletype and telephone circuits are used ensuring maximum dissemination. Each local Warning Point further disseminates the warning over local Public Safety communications channels. Santa Clara County disseminates information, under the authority of the Sheriff's Watch Commander to other jurisdictions and the media through the systems described above.

Based on the information received from the county Warning Point, the Director of Emergency Services, or designated alternate, in conjunction with the Disaster Council, will decide whether or not to issue a warning order to the general populace. In that instance, police, fire, and public services vehicles, utilizing loudspeakers and sirens will circulate throughout the city, disseminating the warning. Other resources available for dissemination of the warning order are the radio, television, and volunteer door-to-door canvassers.

Special warning requirements include warning special locations, such as schools, hospitals, nursing homes, major industries, institutions, and places of public assembly, as well as warning the hearing impaired and non-English speaking groups. (See Attachment 1 of this Annex for a list of special warning requirement sites.)

Alerting and Warning Signals

Attention-Alert Signal

Three to five minute steady tone. Indicates that an emergency exists or is imminent. Citizens should listen to radio or television to receive information.

Attack Warning Signal

Three to five minute wavering tone, or a short series of blasts. Denotes detection of an actual attack on the United States. Citizens should implement protective measures and tune radios to EBS.

Alerting and Notification of Key Employee Services

Systems Control will notify Key Employee Services of an impending or actual emergency, as well as activation of the EOC. Dispatchers have access to a current list of home telephone numbers and pager numbers to be utilized during non-business hours. Alert and recall phone trees are maintained by each City department assigned a response and recovery mission.

This system will also be utilized to alert/notify/recall government officials when emergency situations requiring public warning occur at industrial sites that use, produce, or store hazardous materials; geothermal sites; power plants and dams.

SITES WITH SPECIAL WARNING REQUIREMENTS

<u>FACILITY</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
Agnews Developmental Center	3500 Zanker Road San Jose, CA 95134-2299	(408) 451-6000
Regional Medical Center of San Jose	225 N. Jackson at McKee San Jose, CA 95116	(408) 259-5000
Good Samaritan Hospital	2425 Samaritan Drive San Jose, CA 95124	(408) 559-2011
Kaiser Santa Teresa Medical Center	260 International Circle San Jose, CA	(408) 972-3000 (408) 972-7000
O'Connor Hospital	2105 Forest Avenue San Jose, CA 95128	(408) 947-2500
San Jose Medical Center	675 East Santa Clara Street San Jose, CA 95115	(408) 998-3212 (408) 977-4684 (408) 977-4278
Santa Clara Valley Medical Center	751 South Bascom Avenue San Jose, CA 95128	(408) 299-5100

Generic Checklist

(For All Positions)

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the San Jose EOC.
- Report to Management Section Chief, Section Chief, Branch Coordinator, or other assigned Superior.
- Set up workstation and review your position responsibilities.
- Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Ensure RIMS (Response Information Management System) is operational.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure he/she is thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.

Leave a forwarding phone number where you can be reached.

Management Section Chief

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Establish the appropriate Staffing level for the City of San Jose EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between Emergency Response Agencies within the City. In conjunction with the general staff, set priorities for response efforts. Ensure that all City agency actions are accomplished within the priorities established.
3. Ensure that Inter-Agency Coordination is accomplished effectively within the City EOC.

Activation Phase:

- Determine appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for the initial activation of the City EOC.
- Respond immediately to EOC site and determine operational status.
- Obtain briefing from whatever sources are available.
- Ensure that the EOC is properly set up and ready for operations.
- Ensure that an EOC check-in procedure is established immediately.
- Ensure that an EOC organization and staffing chart is posted and completed.
- Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
 - o Operations Section Chief
 - o Planning/Intelligence Section Chief
 - o Logistics Section Chief
 - o Finance/Administration Chief
- Determine which Management Section positions are required and ensure they are filled as soon as possible.

Liaison Officer
Public Information Branch Coordinator
Security Officer
Administrative Support

EOC Coordinator
Safety Officer
City Hall Liaison

- Ensure that telephone and/or radio communications with Operational Area EOC are established and functioning
- Schedule the initial Action Planning meeting.
- Confer with the general staff to determine what representation is needed at the City EOC from other emergency response agencies.
- Assign a liaison officer to coordinate outside agency response to the City EOC and to assist as necessary in establishing an Interagency Coordination Group

Operational Phase:

- Monitor general staff activities to ensure that all appropriate actions are being taken.
- Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- Based on current status reports, establish initial strategic objectives for the City EOC.
- In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.
- Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed (refer to EOC Action Planning documents).
- Once the Action Plan is completed by the Planning/Intelligence Section, review, approve, and authorize its implementation.
- Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- Conduct periodic briefings for elected officials or their representatives.
- Formally issue local Emergency Proclamation for the City, and coordinate local government proclamation with other emergency response agencies, as appropriate. Ensure that City Council affirmation of the Proclamation is obtained within seven days, and determine the length of the first extension, usually 14 days.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Authorize demobilization of sections, branches, and units when they are no longer required.
- Notify the Operational Area EOC and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.
- Deactivate the City EOC at the designated time, as appropriate.
- Proclaim termination of the emergency response and proceed with recovery operations.

EOC Coordinator (ESC)

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Facilitate the overall functioning of the City of San Jose EOC.
2. Assist and serve as an advisor to the Management Section Chief and general staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with City emergency plans and procedures.
3. Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Assist the Management Section Chief in determining appropriate staffing for the EOC.
- Provide assistance and information regarding section staffing to all general staff.

Operational Phase:

- Assist the Management Section Chief and the general staff in developing overall strategic objectives as well as section objectives for the Action Plan.
- Advise the Management Section Chief on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
- Provide overall procedural guidance to general staff as required.
- Provide general advice and guidance to the Management Section Chief as required.
- Ensure that all required communications are made to the Operational Area EOC.
- Ensure that all communications with appropriate emergency response agencies are established and maintained.

- Assist Management Section Chief in preparing for and conducting briefings with Management Staff, the City Council, the media, and the general public.
- Assist the Management Section Chief and Liaison Officer in establishing and maintaining an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- Assist Liaison Officer with coordination of all EOC visits.
- Provide assistance with shift change activity as required.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

Assistant Management Section Chief

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Provide policy guidance for the dissemination of emergency public information.
2. Serve as the final authority for the development and approval of all disaster-related media releases for the City of San Jose, including Police and Fire.
3. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.
4. Ensure that the PIO is coordinating with the Mayor's Director of Communications and is receiving information from the PIOs representing other affected emergency response departments within the City, as required.
5. Develop the format for press conferences, in conjunction with the Management Section Chief and the PIO.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Ensure that the PIO has determined staffing requirements and made required personnel assignments for the Public Information Branch as necessary.

Operational Phase:

- Coordinate with the PIO to ensure that clear policy guidance from the Management Section Chief has been developed with regard to media releases.
- Ensure that the PIO keeps the Management Section Chief advised of all unusual requests for information and of all major critical or unfavorable media comments. Work with the PIO to develop Procedures or measures to improve media relations.
- Ensure that a Media Information Center has been established and publicized to the media.
- Ensure that the PIO team is obtaining information relative to public operations from the Operational Area.

- Approve all media releases, including content for Emergency Alert System (EAS) releases if available, and timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- Approve plans for media briefings for members of the City Council and other assistance as necessary to facilitate their participation in media briefings and press conferences as requested by Management Section Chief.
- Ensure that file copies are maintained of all information released.
- Ensure that copies of all media releases are provided to the Management Section Chief.
- Approve final news releases and points-of-contact for follow-up stories.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.
- Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the person assigned by the Management Section Chief.
- Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.

Administrative Support

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Assist a Section Chief or other EOC staff with taking meeting notes, creating documents, managing/filing/archiving information.
2. Assist OES staff with the creation of the final reports required by outside agencies.
3. Collect information for the Incident Action Plan during the Action Planning Briefing. Coordinate with the Planning/Intelligence Section Chief to transfer the information into the final Action Plan for each Incident Action Period.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Check in with the Management Section Chief and obtain your priorities and specific assignment, including the need for additional clerical staff.
- Coordinate with the Logistics Section Chief to obtain additional clerical staff if needed.
- Contact the EOC sections or branches that you may be supporting, and advise them of your availability and assigned work location in the EOC.

Operational Phase:

- Assist the Management Section Chief in preparing for the first Action Planning Briefing.
- Participate in the Action Planning Briefing. Assist the Planning/Intelligence Section Chief with the development of the Action Plan document.
- Provide secretarial support to the Management Section Chief, and to other section chiefs as assigned.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.
Assist OES staff with the creation of the final reports required by outside agencies.

City Hall Liaison Officer

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Maintain a log of all communications and requests from the elected officials to the City Manager's Office related to the disaster.
2. Hold regular briefings for the Management Section Chief regarding communications and requests from elected officials, obtain direction or detailing how managed to date.
3. Keep the Management Section Chief apprised of any matters requiring his/her action/participation unrelated to the disaster.
4. Coordinate with the Management Section Chief to reschedule or find substitutes for meeting or activities planned to be held during the period that the EOC is open.
5. Ensure that demobilization is accomplished when directed by the Management Section Chief.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase:

- Log City Manager's Office activities related to the disaster.
- Hold required briefings for Management Section Chief.
- Coordinate required meeting substitutes or meeting rescheduling.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.
- Assist Management Section Chief with transition back to normal City Manager's Office operations.

Community Relations

*****Read This Entire Position Checklist Before Taking Action*****

Responsibilities:

1. Ensure that special populations affected by the disaster are considered in all planning.
2. Ensure that community concerns are considered in all planning.
3. Provide a point of contact for community leaders and representatives.
4. When safe, tour the disaster area and hold on-site informal meetings with concerned residents. Include appropriate City officials in the tour team to ensure that resident concerns are addressed appropriately and rapidly. Include consideration of language and cultural communications issues in selecting the team and the sites for resident contacts.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Consult with Operation Section Chief and Planning/Intelligence Section Chief for briefing on potential/anticipated community impacts, community census information, and special needs issues (language, age groups, disability issues, etc.).
- Establish communications with PRNS Neighborhood Development Center to ensure the availability of staff to support neighborhood contacts, tours, and meetings.
- Consult with PIO regarding warnings that may have been issued to residents, media coverage of the anticipated events, and official statements that have been issued regarding the anticipated event, whether from elected or appointed officials or City staff.
- Request assistance from the PIO if community flyers or bulletins are needed.
- At the direction of, or in conjunction with, the Management Section Chief, coordinate with the Mayor and Councilmember of the potentially affected district. Provide them with updates on the anticipated event, and notification, mitigation, or preparedness steps that are being taken for residents, including shelter locations and/or relocation efforts.
- Contact the City EOC section or branches that are appropriate to your responsibility; advise them of your availability.

Operational Phase:

- Obtain current information on community impact of the event, including damaged residences, shelter populations, and special needs populations, from the Planning/Intelligence and Operations sections. Provide this information at Action Planning Briefings and to the Management Section Chief at regular intervals.
- Keep current on the general status of resources and activity associated with the community impact of the event.
- Coordinate with the PIO branch to ensure that they have timely information on community impacts, and that they are using the appropriate media outlets to reach the target resident population.
- Represent the needs of the residents at planning meetings, as appropriate, providing update briefing about community/resident activities and priorities. Coordinate closely with the Care and Shelter Branch.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.
- When demobilization is approved by the Management Section Chief, contact community members/representatives and advise them of points of contact for the completion of ongoing actions or new requirements.
- Ensure that you complete all final reports, close out your activity log and transfer any ongoing missions and/or actions to the person assigned by the Management Section Chief.

Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.

Legal Officer

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Ensure that proper legal procedures are followed in all phases of disaster response and recovery, including disaster declaration, posting City Council ratification, emergency power exercised by the Director of Emergency Service, and requests for mutual aid and other forms of outside assistance.
2. Provide legal advice to the EOC staff

Action Phase:

- Follow the generic Activation Phase Checklist.
- Check in with the Management Section Chief and determine the appropriate level of participation by the Legal Officer at the EOC. Arrange for immediate notification capabilities (pagers, cell phone) if off-site.
- Review special ordinances and laws that may govern a disaster. Ensure that appropriate legal reference materials are ready and accessible to the Legal Officer at the EOC.
- Provide legal advice, when you determine it is needed or when it is requested.

Operational Phase:

- Respond to requests for legal advice and support.
- Keep current on the general status of the disaster, and anticipate steps that could be taken to lessen potential City liability. Advise the Management Section Chief of the timing and implementation of such steps.
- Provide legal advice to EOC staff, when you determine it is needed, or when it is requested.
- Advise on intergovernmental relations, including legal issues involved in notifications and requests for assistance or resources.
- Maintain logs and files associated with your position, keeping custody of all attorney/client documentation.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.
- Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the person assigned by the Management Section Chief.
- Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section, except for attorney/client matters that you will retain.

Liaison Officer

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the City of San Jose EOC and handling requests from other EOCs for City of San Jose EOC agency representatives.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan are provided to agency representatives upon check-in.
4. In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.
5. Ensure that demobilization is accomplished when directed by the Management Section Chief.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase:

- Contact agency representatives already on-site, ensuring that they:
 - o Have signed into the EOC
 - o Understand their assigned functions
 - o Know their work locations
 - o Understand City of San Jose EOC organization and floor plan.
- Determine if additional representation is required from:
 - o Other agencies
 - o Volunteer organizations
 - o Private organizations
 - o Utility not already represented.

- In conjunction with the Management Section Chief and EOC Coordinator, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- Assist the Management Section Chief and EOC Coordinator in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
- Request that agency representatives maintain communications with their agencies and obtain situation status reports regularly.
- With the approval of the Management Section Chief, provide agency representatives from the City EOC to other EOCs as required and requested.
- Maintain a roster of agency representatives located at the City EOC. Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist
- Release agency representatives who are no longer required in the City EOC when authorized by the Management Section chief.

Message Center

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Collect and distribute all written messages within the EOC, including written messages that originate outside of the EOC via phone, fax, e-mail or radio.
2. Maintain a log copy of all circulated messages.
3. Determine the correct recipient for all messages originating outside of the EOC and lacking a position or individual name for delivery. Return to sender all internal EOC messages without proper delivery directions.
4. Deliver the appropriate copies of all EOC message forms to the Planning/Intelligence and Operations Chiefs.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Check in with the EOC Coordinator and obtain your priorities and specific assignment, including the need for additional message center staff.
- Coordinate with the Logistics Section Chief to obtain additional message center staff if needed.
- Contact the EOC sections or branches that you may be supporting, and advise them of your availability and assigned work location in the EOC.
- Set up the message center table and materials in the Operations Section of the EOC.

Operational Phase:

- Distribute messages to addressee, and copies to appropriate section chiefs.
- Obtain missing addressee information for internal EOC written messages, or determine appropriate recipient for written messages originating outside of the EOC and received without appropriate addressee information.
- Maintain a chronological file of all Message Center copies of written messages.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.
- Provide chronological message files to OES staff to assist with the creation of the final reports required by outside agencies.

Public Information Branch

During a disaster:

- The general public will need, and has the right to accurate, timely public information.
- Local media will play a crucial role in the dissemination of public information.
- Telephone communications may be severely compromised or nonexistent.
- Radio and television stations without backup power, or those not protected against Electromagnetic Pulse (EMP) may be unable to broadcast.

CONCEPT OF OPERATIONS

The designated Public Information Officer (PIO) for the City of San José is the Public Education and Community Outreach Manager. In this capacity, the PIO will be supported by the PIO's from Airport, Environmental Services, Fire, Housing, Library, Parks Recreation and Cultural Services, Planning, Building and Code Enforcement, Police and Transportation. These individuals may also act as PIO in the order listed in the event that the PIO is unable to serve.

Media representatives, as well as all government agencies, should be advised that the single official point of contact for the media during an emergency is the PIO.

Agreements with the information media relative to the dissemination of emergency public information (EPI) should be negotiated and finalized, pre-event, if possible. Generally, EPI will be disseminated to the public via press, radio, and television. A media center will be designated by the PIO, and press conferences will be conducted by the PIO at this location on a regular basis.

COMMUNICATIONS

Circumstances permitting, the PIO should arrange for public information telephone access as follows in the EOC:

- Minimum of three lines for media inquiry
- Minimum of one outgoing, unlisted line, not in rotary, for exclusive use of the PIO

The basic service for outgoing calls is in the Direction and Control Room. The additional phones may be available through the Dispatch Training Room. In the event telephone service is not available, RACES volunteers will support the PIO in dissemination of emergency public information.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the PIO include, but are not necessarily limited to:

- Preparing, in coordination with OES and City departments in advance, EPI materials that address survival tips for all hazards, including nuclear attack.
- Tasking response organizations to coordinate with the PIO office, and to clear media releases with the Assistant City Manager prior to releasing information to the media for public consumption.
- Preparing of materials that describe the health risks, the appropriate self-help or first aid actions, and other appropriate survival measures for the current emergency.
- Preparing of EPI materials for the vulnerable populations and non-English speaking groups
- Preparing of instructions for people who must evacuate from a high-risk area. Elements that should be addressed include: definition of the population at risk, evacuation routes, suggestions on the types and quantities of clothing, food, medical items, etc., evacuees should take with them, locations of reception areas/shelters, and safe travel routes for return to residence.
- Preparing of instructions that identify centrally located staging areas and pickup points for evacuees without private automobiles or other means of transportation.
- Preparing of instructions for evacuee's use upon arrival in a hosting area which shows the location of reception centers, shelters and lodging, feeding facilities, and medical clinics.
- Referring inquiries on the status of evacuees to the Care and Shelter liaison or the American Red Cross representative. Disaster Welfare Inquiry (DWI) services usually requires up to 48 hours to establish and are a responsibility of the Red Cross.
 - Preparing EPI materials relative to support services available and damaged/restricted areas.
 - Establishing and implementing a rumor control procedure.
 - Coordinating with state, federal, and private sector agencies to obtain technical information relative to health risks, weather, etc.

MEDIA ACCESS

Access to disaster areas by accredited reporters is guaranteed, with certain exceptions, by Section 409.5 of the California Penal Code. The California Peace Officers Association suggests, "In general, authorized members of the news media are to be permitted free movement in the area as long as they do not hamper, deter, or interfere with the law enforcement or public safety functions." If access

restrictions for the media are unavoidable, a pool system may be established. Under this system, a representative of each medium would be selected and escorted into the restricted area. Information, photos, and film footage would be shared with other media representatives.

Public Information Officer

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Supervise the Public Information Branch, which is staffed by the City PIOs functioning in a Joint Information Center (JIC) management system to coordinate information before its release to the public and the news media.
2. Serve as the coordination point for all media releases for the City of San Jose. Represent the City as the lead Public Information Officer.
3. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.
4. Coordinate media releases with the Assistant Management Section Chief (Asst. MSC) and with Public Information Officers representing other affected emergency response agencies within the Operational Area as required.
5. Coordinate with Mayor's Director of Communication.
6. Develop the format for press conferences in conjunction with the Management Section Chief and the Assistant Management Section Chief.
7. Monitor broadcast and print media to ensure accurate and complete information through follow-up contacts.

Activation Phase:

- Report to the EOC when requested.
- Determine staffing requirements and make required personnel assignments for the Public Information Branch as necessary.

Operational Phase:

- Obtain policy guidance from the Asst. MSC with regard to media releases.
- Keep the Asst MSC advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.

- Coordinate with the Situation Status Unit and identify method for obtaining and verifying significant information as it is developed.
- Develop and publish a media-briefing schedule, including location, format, and preparation and distribution of handout materials.
- Implement and maintain an overall information release program.
- Establish a Media Center, as required, ensuring that there are necessary space, materials, telephones, and electrical power. Post hard copies of releases and update status boards and other references. Provide adequate staff to answer media questions.
- Interact with other City EOCs as well as Operational Area EOC PIOs and obtain information relative to public information operations.
- Develop content for Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.
- In coordination with other EOC sections and as approved by the Asst. MSC, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- Coordinate with the Call Center (277-4000) to ensure that they have accurate information to share with the callers regarding the emergency situation.
- At the request of the Management Section Chief, prepare media briefings for members of the City Council and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- Ensure that a rumor control function is established to correct false or erroneous information.
- Ensure that adequate staff is available at incident sites to coordinate with the media and conduct tours of the disaster area, if safe.
- Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- Prepare, update, and distribute to the public via the media, the City website, and other appropriate means, a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies and health services.
- Ensure that announcements, emergency information and materials are translated and prepared for vulnerable populations, including non-English speaking and hearing impaired.
- Monitor broadcast media, using information to develop follow-up news releases and rumor control.

- Ensure that file copies are maintained of all information released.
- Provide copies of all media releases to the Asst. MSC.
- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- Prepare final news releases and advise media representatives of point-of-contact for follow-up stories.

Demobilizations Phase:

- Follow generic Demobilization Phase Checklist.

Rumor Control Unit Leader

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Provide staffing for rumor control telephone bank and media monitoring.
2. Establish a “Disaster Hotline” (277-HELP) with an up-to-date recorded message.
3. Supervise the Rumor Control Unit.

Activation Phase:

- Report to the EOC when directed.
- Follow Generic Checklist

Operational Phase:

- Obtain “confirmed” disaster information
- Correct rumors by providing factual information based on confirmed data.
- Establish a “Disaster Hotline” recorded message and provide updated message information periodically.
- Notify the Public Information Officer when the “Disaster Hotline” should be staffed with operators.
- When appropriate, operate a telephone bank for receiving incoming inquiries from the general public.
- Refer inquiries from members of the media to the lead Public Information Officer or designated staff.

Demobilization Phase:

Follow generic Demobilization Phase Checklist.

RESPONSE TO A MAJOR EARTHQUAKE

SAMPLE RADIO MESSAGE

UPDATE ON EARTHQUAKE

This is _____ at the _____. The magnitude of the earthquake which struck the _____ area at _____ today has been determined to be _____ on the Richter scale. The epicenter has been fixed at _____ by _____.
(scientific authority)

This office has received reports of _____ deaths, _____ injuries, and _____ homes damaged. No dollar damage figure is yet available. Police and fire units are on the scene to assist residents. (Continue with summary of situation.)

Aftershocks continue to be felt in the area. If you feel shaking, quickly seek shelter under a sturdy piece of furniture or in a supporting doorway. Do not use your telephone unless you need emergency help.

RESPONSE TO A MAJOR EARTHQUAKE

SUMMARY STATEMENT FOR MEDIA

At approximately _____ today, an earthquake registering _____ on the Richter scale struck the _____ area, with its epicenter at _____. Fire and police units were immediately dispatched to assess injuries and damage. (Indicate injuries, deaths, property damage, fires, etc., reported to date.)

_____ aftershocks were felt, the largest occurring at _____. No additional
(time)

damage was reported (or specify damage). Over _____ response Employee Services from police and fire agencies were called into action, and the staff of the County/City Office of Emergency Services were put on emergency status. The Red Cross opened shelters at _____ for persons unable to remain in their homes and reported lodging and feeding over _____ persons. At _____ on _____, the County Board of
(time) (date)

Supervisors/City Council proclaimed the existence of a **LOCAL EMERGENCY** and requested that the Governor proclaim a **STATE OF EMERGENCY**. The Board/Council also asked the Governor to request the President to declare a Major Disaster/Emergency. Damage to private and public buildings has been estimated to exceed \$_____.

RESPONSE TO A HAZARDOUS MATERIAL INCIDENT

SAMPLE RADIO MESSAGE: UNIDENTIFIED SPILL/RELEASE IN HEAVY TRAFFIC AREA

This is _____ at the _____. An unidentified substance which may be hazardous has been spilled/released at _____ (specific location). Please avoid the area, if possible, while crews are responding. The best alternate routes are _____. If you are already in the area, please be patient and follow directions of emergency response Employee Services. The substance will be evaluated by specially trained Employee Services, and further information will be released as soon as possible. Thank you for your cooperation.

SAMPLE RADIO MESSAGE: LOW HAZARD/CONFINED SPILL/RELEASE

NO GENERAL EVACUATION

This is _____ at the _____. A small amount of _____, a hazardous substance, has been spilled/released at _____. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate block area to evacuate. Please avoid the area. The material is slightly/highly toxic to humans and can cause the following symptoms: _____.

If you think you may have come in contact with this material, you should: _____

_____. For your safety, please
(give health instructions and headline number, if available)

Avoid the area if at all possible. Alternate routes are _____ and traffic is being diverted. If you are now near the spill/release area, please follow directions of emergency response Employee Services. Cleanup crews are on the scene. Thank you for your cooperation.

RESPONSE TO A HAZARDOUS MATERIAL INCIDENT

SAMPLE SUMMARY STATEMENT FOR MEDIA (ADAPT FOR SITUATION)

At approximately _____ a.m./p.m. today, a spill/release of a potentially hazardous substance was reported to this office by (a citizen, employee, etc.). (Police, fire) units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be _____. A _____
(describe) (hazardous/harmless)
_____ which upon contact, may produce
(chemical/substance/material/gas)
symptoms of _____.

Precautionary evacuation of the _____ area surrounding the spill was
(immediate/X-block)
_____ by _____. Approximately _____ persons
(requested/required) (Agency) (number)

were evacuated. Clean-up crews from _____ were dispatched to the scene
(Agency/Company)

and normal traffic had resumed by _____, at which time residents were allowed to return
(time)

to their homes. There were no injuries reported OR _____ persons, including
(all, number)

_____ Employee Services, were treated at area hospitals for _____ and
(Fire, police) (specific if known)

and _____ were later released. Those remaining in the hospital are in _____
(all, number)

condition. Response agencies involved were _____.

Safety Officer

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Ensure that all buildings and other facilities used in support of the San Jose EOC are in a safe operating condition.
2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner considering the existing situation and conditions.
3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the Management Section Chief of actions taken.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Tour the entire EOC facility and evaluate conditions. Advise the Management Section Chief of any conditions and actions which might result in liability (unsafe layout or equipment set-up, etc.).
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Be familiar with particularly hazardous conditions in the facility, and take action when necessary.
- Prepare and present safety briefings for the Management Section Chief and General Staff at appropriate meetings.
- If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershock.
- Ensure that the EOC facility is free from any environmental threats, e.g., radiation exposure, air purity, water quality, etc.
- Keep the Management Section Chief advised of unsafe conditions, take action when necessary.
- Coordinate with the Financial/Administrative Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

- Ensure that shift change is established and staffing notifications are made well in advance of the assigned reporting time; coordinate with Section Chiefs and Personnel Unit to ensure that adequate staff with appropriate training are available.
- Coordinate with the Logistics Section Chief to ensure that adequate and appropriate food and beverages are available in for EOC staff.
- Monitor EOC staff for stress or psychological issues and obtain appropriate support from the Personnel Section – e.g., on-site counseling, early relief, etc.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

Security Officer

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Provide 24-hour security for the City of San Jose EOC
2. Control personnel access to the City of San Jose EOC in accordance with policies established by the Management Section Chief.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Determine the current EOC security requirements and arrange for staffing as needed.
- Determine needs for special access to EOC facilities.
- Provide executive and V.I.P. security as appropriate and required.
- Provide recommendations as appropriate to Management Section Chief.
- Prepare and present security briefings for the Management Section Chief and general staff at appropriate meetings.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

ANNEX B

OPERATIONS

DUTIES AND RESPONSIBILITIES:

- Coordinates the jurisdiction's operations in support of the emergency response through implementation of the jurisdiction's action plan.
- Coordinates request for mutual aid.
- Implement the goals and objectives of the EOC Action Plan for each operational period.

Fire and Rescue Branch

Coordinates overall fire and rescue activities. May include fire suppression, fire inspections, support to medical response, and coordinating fire and rescue mutual aid. This system, like law enforcement, operates on a day-to-day basis, as well as during emergencies.

Hazardous Materials Unit

Coordinates hazardous materials response. This may involve material identification, remedial actions, disposal, containment, personal safety, and other response and recovery actions. Hazardous material mutual aid is coordinated through fire and rescue for incident first response.

Law Enforcement Branch

Coordinates overall law enforcement in support of response to the emergency. This may involve traffic control and other associated law enforcement duties including evacuation, perimeter control, access control, and obtaining and providing mutual aid. Law enforcement mutual aid operates on a day-to-day basis as well as during emergencies.

Medical/Health Liaison

Coordinates field-level medical response, hospital operations, and patient support and mutual aid requests.

Coroner Liaison

Coordinates with the County Medical Examiner/Coroner to ensure care for deceased victims.

Care and Shelter

Coordinates sheltering and feeding for displaced persons.

Construction and Engineering Branch

Coordinates the damage assessment of public buildings and the management of the City's infrastructure.

Public Health

The Santa Clara County Public Health Coordinator is the Health Officer who provides guidance for the conduct of Public Health Operations during disasters.

Utilities Unit

Coordinates mutual aid, repairs to systems and supplements electric systems by shifting loads.

Communications Branch

Ensure that information from the CAD is available to EOC decision-makers; maintains the EOC Log on the large screen display computer.

Operations Section Chief

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the San Jose City EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
5. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports (utilizing the Response Information Management System formats if available).
6. Conduct periodic Operations briefings for the Management Section Chief as required or requested.
7. Overall supervision of the Operations Section.

Activation Phase:

- Report to the EOC when directed.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
- Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.
 - o Fire and Rescue
 - o Care and Shelter
 - o Communications
 - o Law Enforcement
 - o Construction and Engineering
- Determine need for Mutual Aid.

- Request additional personnel for the section as necessary for 24-hour operation.
- Obtain a current communications status briefing from the IT/Telecommunications Branch Coordinator in Logistics. Ensure that there are adequate equipment and frequencies available for the section.
- Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- Confer with the Management Section Chief to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- Establish radio or cell-phone communications with Incident Commander(s) operating in City, and coordinate accordingly.
- Determine activation status of other EOCs in the Operational Area and establish communication links with their Operations Sections if necessary.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- Ensure that all section personnel are maintaining their individual position logs.
- Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports (utilize Response Information Management System format if available).
- Ensure that all media contacts are referred to the Public Information Branch.

- Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods.
- Attend and participate in Management Section Chief's Action Planning meetings.
- Provide the Planning/Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- Brief the Management Section Chief on all major incidents.
- Complete a Major Incident Report for all major incidents; forward a copy to the Management Section Chief and Planning/Intelligence Section.
- Brief Branch Coordinators periodically on any updated information you may have received.
- Share status information with other sections as appropriate.

Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

FIRE AND RESCUE BRANCH

This annex provides guidance for the Fire and Rescue liaison assigned to the City EOC.

OBJECTIVES

The objectives of fire and rescue operations are:

- Mobilize and deploy fire fighting resources and coordinate fire suppression and rescue operations.
- Coordinate fire safety measures appropriate to mitigation of fire hazards.
- Coordinate containment and cleanup of hazardous material releases.
- Assist in alerting and warning of the general public.
- Assist the Law Enforcement personnel in perimeter and traffic control.
- Direct search and rescue operations.
- Coordinate heavy rescue operations with City of San Jose, private sector firms, County OES, and State OES.
- Provide fire protection in public shelters.
- Advise decision makers of the risks associated with hazardous materials, as well as the circumstances for using water, foams, dispersants, or fog for extinguishing, diluting, or neutralizing hazardous materials.
- Alert all emergency support services to the dangers associated with hazardous materials and fire.

CONCEPTS OF OPERATIONS

This annex provides guidance to the San Jose Fire Department liaison assigned to the EOC during a disaster. Field units will employ the Incident Command System (ICS) in management of on-scene incidents.

Fire personnel will act as Incident Commander during any of the following:

- Fire Suppression Units
- Hazardous Material Incidents
- Medical Emergencies

- Multiple Casual Incident Events. See Countywide Multiple Casual Incident Plan for details.
- Terrorist Attacks. See Annex T for details.
- Urban Search and Rescue Operations
- Heavy Rescue Operations
- Airplane Crashes Off the Airport. The Fire Department will act as lead agency until the arrival of Federal agencies. The initial focus will be fire suppression, multiple casualty management and hazardous material evaluations and response. See Annex O for details.
- Radiological Incidents. The Fire Department will act as lead agency until the arrival of state or federal agencies. Most likely, response actions will be limited to identification of the radioactive material involved, assisting law enforcement in establishing perimeter control, and providing Radiological Monitoring personnel and equipment. See Annex R for details.

Generally, the Fire liaison assigned to the EOC is responsible for:

- Coordination of citywide fire suppression and rescue activities.
- Maintaining communications with field units and ICS command posts.
- Evaluation of status reports and prioritizing the commitment of fire suppression and rescue resources, hazardous materials resources and medical care resources.
- Evaluation of response capability and initiating requests for mutual aid.
- Coordination, acquisition, and delivery to the site of necessary protective respiratory devices, clothing, equipment, and antidotes for personnel to perform assigned tasks in hazardous radiological or chemical environments.

The OES Coastal Region, Fire and Rescue Coordinator, who serves on the staff of the OES Coastal Region Manager during a STATE OF EMERGENCY or STATE OF WAR EMERGENCY, is responsible for coordination of dispatch of mutual aid resources within the Region.

FIRE DEPARTMENT POLICIES AND PROCEDURES

- Requests for mutual aid will be submitted through established channels. (County of Santa Clara to Mutual Aid Regional Coordinator to State OES). Requests should include, at a minimum:
 - Reason for request
 - Number and type of resources needed
 - When needed
 - Location where resources are to report

- To whom resources report
- City Fire personnel will coordinate with City Police in non-disaster Search and Rescue operations.
- City Fire personnel will assist in evacuation and warning of the general public. Normally, evacuations will be ordered by the Police Chief, except in hazardous material or radiological events when it will be at the direction of the on-scene IC, or in biological/health events when it will be under the authority of the County Health Officer.
- City Fire personnel will conduct fire inspections of mass care facilities.
- Where practicable, City Fire will supply incoming mutual aid forces with portable radios using local frequencies; or ensure that their radio equipment is interoperable.

Emergency Action Checklist

FIRE AND RESCUE

Upon arrival at the EOC, register and check in with the EOC manager. If time and circumstances permit, request:

- Seating assignment
- Shift assignment
- EOC orientation
- Situation briefing

Initiate/maintain a log of significant events and phone/radio calls. Pass this log on to your relief with instructions to maintain it.

Periodically poll City Fire field units to determine, at a minimum:

- Nature and scope of the emergency,
- Equipment and personnel committed and their locations, and
- Anticipated equipment and personnel shortages.

Advise Logistics Personnel Unit and Supply/Procurement liaisons of City Fire Department's needs.

Update status boards and maps in the Fire Rescue Branch, and assist the Planning/Intelligence Section to update overall event status boards and maps.

Based upon severity of the situation, place City Fire personnel on standby and initiate recall.

Review the need for mutual aid. If required, prepare a request in conjunction with the Management Section.

Determine the number and location of injuries and fatalities.

Coordinate with County EMS to notify ambulance and hospitals to prepare to receive casualties.

In the event of an EARTHQUAKE, arrange for relocation of Fire Department equipment to open, safe areas.

Determine the response status of Fire Department units, station by station.

Poll field units to ascertain:

- Location of fires
- Response capability
- Location of broken gas and water mains
- Location of broken petroleum pipelines
- Status of hazardous material use and storage sites
- Status of critical facilities
- Location of collapsed buildings. Determine if buildings contain occupants.
- Location of downed bridges
- Status of major surface arteries
- Status of backup power equipment
- Fatalities and injuries

In the event of a FLOOD/DAM FAILURE, determine the boundaries of present and anticipated inundation areas. Map these areas on EOC map.

Determine if any fire stations are located in inundation areas. If so, order relocation of personnel and equipment to safe areas.

Determine the number and approximate location of those requiring evacuation.

Request Santa Clara Valley Water District to initiate monitoring of potable water supplies.

Request WPCP to initiate monitoring of sanitation facilities.

In the event of a HAZARDOUS MATERIAL INCIDENT:

- Identify substance.
- Determine quantity and extent of release. Map these areas on EOC map using EIS.
- Determine the potential for fire, environmental pollution, and toxicity to humans and animals.
- Establish perimeter control.

- Instruct all responders to use proper protective gear and clothing.
- Notify County EMS to contact hospitals regarding incoming casualties. Advise County EMS of identity of substance, if known.
- Establish and operate decontamination stations. Ensure that no contaminated patient is transported.

Make certain that the following reporting requirements are fulfilled. Coordinate with HIT to notify the following:

- Notify Santa Clara County Health Department, the designated Administering Agency.
- Notify Santa Clara County OES.
- Notify neighboring jurisdictions, or unincorporated areas that might be impacted.
- Notify State OES Warning Center.
- If applicable, notify the owner of the business, or the carrier.

In the event of a Hazardous Material Incident, determine the identity of the responsible party, as soon as possible.

In the event of a RADIOLOGICAL incident, request City Police Department to implement perimeter control.

Dispatch trained radiological monitor to the scene with instructions to report radiation levels to EOC on a periodic basis.

Request assistance from State OES, via County OES.

Generic Checklist

(For All Positions)

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the San Jose EOC.
- Report to Management Section Chief, Section Chief, Branch Coordinator, or other assigned Superior.
- Set up workstation and review your position responsibilities.
- Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Ensure RIMS (Response Information Management System) is operational.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure he/she is thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

Fire & Rescue Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate fire, disaster medical, hazardous materials, multiple casualty, terrorist attack response and search and rescue operations in the City.
2. Acquire mutual aid resources, as necessary.
3. Coordinate the acquisition of all outside material resources through the Logistics Section.
4. Complete and maintain branch status reports (in RIMS format if available) for major incidents requiring or potentially requiring operational area, state, and federal response, and maintain status of unassigned fire & rescue resources in the City.
5. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
6. Provide overall supervision of the Fire & Rescue Branch.

Action Phase:

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary units within the Fire & Rescue Branch:
 - o Fire Operations Unit
 - o Search and Rescue Unit
 - o Disaster Medical Unit
 - o Hazmat Unit
- If the mutual aid system is activated, coordinate use of City fire resources with the Santa Clara Operational Area Fire & Rescue Mutual Aid Coordinator.
- Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
- Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning briefing and each subsequent briefing.

Operational Phase:

- Ensure that Branch and Unit position logs and other files are maintained.
- Maintain current status on Fire & Rescue missions being conducted in the City.
- Provide Operations Section chief and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operation periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Fire & Rescue Branch Status Report on RIMS forms, if available.
- Refer all contacts with the media to the Public Information Branch.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Fire & Rescue branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning briefing.
- Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Fire Operations Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Operational Area Fire/Rescue Mutual Aid Coordinator, as appropriate.
2. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
3. Monitor and track fire resources utilized during the event.
4. Provide general support to field personnel as required.
5. Supervise the Fire Operations Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and appropriate files.
- Establish and maintain radio or cell-phone communication with the Fire & Rescue Branch at the Field Level.
- Obtain regular status reports on the fire situation from the Dispatch Center or Fire & Rescue Branch at the Field Level.
- Assess the impact of the disaster/event on the City Fire Department's operational capability.
- Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning briefing.
- Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.
- If not addressed at the Incident Command Post, ensure that incident facilities are established (staging area, etc.) to coordinate incoming fire mutual aid resources.

- In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.
- Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- Assist in establishing camp facilities (or the use of commercial lodging) through the Logistic Section, if not addressed at the ICP.
- Reinforce the use of proper procedures for media contacts.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

Search & Rescue Unit Leader

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Determine the scope of the search and rescue mission.
2. Assist in mobilizing Search and Rescue Teams at the request of Ops Chief or Field Incident Commanders.
3. Provide search and rescue support as required to other emergency response agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Search & Rescue unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position log and other appropriate files
- Work closely with all Operations Sections Branch Coordinators to determine the scope of search and rescue assistance required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.
- Mobilize and deploy available search and rescue teams to locations within the City or to other emergency response agencies within the Operational Area, in a manner consistent with established policies and priorities.
- Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the Bay Area, including organizing USAR teams.
- Coordinate with the Law Enforcement Branch to determine availability of search dog units.

- Coordinate with Construction and Engineering to provide on-site assistance with rescue operations at the request of team leaders.
- Coordinate with the Disaster Medical Unit to provide on-site assistance to extricate victims requiring medical treatment.
- Coordinate with the coroner's unit to provide on-site assistance in managing fatalities at search locations.
- Ensure that each team leader develops a safety plan for each assigned mission.
- Monitor and track the progress and status of each search and rescue team.
- Ensure that team leaders report all significant events.
- Assist in establishing camp facilities (or commercial lodging) for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP.
- Inform Fire and Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contracts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities. All media contacts are to be through the EPIO or on-scene PIO only.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Hazmat Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Determine the scope of hazardous materials incident throughout the City.
2. Assist in mobilizing hazardous materials teams at the request of the Field Incident Commanders.
3. Request assistance from and/or provide hazardous materials support as required with the county auto aid and mutual aid systems.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Hazmat Unit.

Action Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of HazMat incident response required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for HazMat teams based on established priorities.
- Mobilize and deploy available HazMat teams to the Operational Area or to other emergency response agencies within the Operational Area, in a manner consistent with the HazMat Mutual Aid System and established priorities.
- Establish radio or cell-phone communication with all deployed HazMat teams to determine the scope of support required.
- Work closely with the Fire and Rescue Branch Director to determine the status and availability of HazMat Response Teams in the Operational Area.
- Coordinate with Construction and Engineering to provide on-site assistance with HazMat operations at the request of team leaders.

- Coordinate with the Medical Liaison and County EMS to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
- Coordinate with the ME/Coroner's Liaison to provide on-site assistance in managing fatalities at HazMat scenes.
- Monitor and track the progress and status of each HazMat team.
- Ensure that HazMat Team Leaders report all significant events.
- Assist in establishing camp facilities (or commercial lodging) for mutual aid HazMat teams through the Logistics, if not addressed at the ICP.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities. All media contacts are to be through the City PIO or field PIO only.

Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

DART Water Rescue Training Summary

*Yearly Refresher

**3 Year Refresher

Training Requirements / Classes	<u>Training Level (# on Team)</u>				
	Type 2 (6)	Type 3 (4)	Type 4 (3)	FEB (2)	2nd FEB (2)
Annual Skills Proficiency Demonstration	X	X	X		
Annual Swim Demonstration	X	X			
EMS - Advanced 1st Aid & CPR	X	X	X	X	X
EMS - Emergency Medical Technician	1	1			
HazMat	X	X	X	X	X
Helicopter Operations Awareness*	X				
Helicopter/Aquatic Rescue or Equivalent*	2				
ICS	X	X	X	X	X
Power Craft Operators Training*	2			X	X
Swift Water / Flood Rescue Operational**			X		
Swift Water / Flood Rescue Technician**	X	X			
Rope Rescue Technician**	X				
Search Management	X				
Technical Animal Rescue or Equivalent	1			1	1

3⁻ Additional Training Required

3 Current

3⁺ Current for Training at Higher Level

H Recert / Refresher Req.

9 Scheduled

8 Unscheduled

Deployable Status:

Type 2

Type 3

Type 4

FEB

NASA Ames Dart Water Rescue Planning Section, Resources Unit

	Each FEB	Available	Storage Location
Communications			
Bags, waterproof, radio	1	3	Shallow Water Trailer
Battery, spare/charger	1	7	Shallow Water Trailer
Radio, portable (waterproof)	1	7	Shallow Water Trailer
Medical			
Basic life support medical kit	Yes	2 x 1	Bow Bag
Emergency blankets	Yes	2 x 1	Shallow Water Trailer
Personal Equipment			
Aerial flares	2	2 x 3	Flare Kit
Dye markers	2	6	Shallow Water Trailer
Dry gear bags	Yes	8	Personal Gear Bag
	Wet or Dry		
Dry suit with liner	2	6	Main Water Trailer
Eye protection	2	6	Personal Gear Bag
Flashlight	2	2	On Life Jacket
Gloves-water	2	2	Personal Gear Bag
Gloves-leather	2	2	Personal Gear Bag
Handheld flares	2	2 x 3	Flare Kit
Handheld survival strobe light	2	8	Shallow Water Trailer
Headlamps, waterproof	2	8	On Helmet
Helmet, swift water	2	8	Shallow Water Trailer
Chemical light sticks	Yes	2 x 24	Bow Bag
PFD, Type III/V (USCG Approved)	2	8	Shallow Water Trailer
Rescue knives	2	8	On Life Jacket
Smoke marking device	2	6	Shallow Water Trailer
Tennis shoes or appropriate water booties	2	8	Personal Gear Bag
Whistles	2	8	On Life Jacket
Team Equipment			
Admin. kit / ICS-agency forms	1		Main Water Trailer
Axe / Handsaw	1	2 x 1	SWT, MWT
Body Bag	2	2 x 2	Shallow Water Trailer
Compass	1	2 x 1	Top of Center Console
Fire extinguisher	Yes	2 x 1	Aft Starboard of Deck
Food/water/sleeping - 24 hours	Yes		Shallow Water Trailer
Forcible entry tool	1	1 x 1	Bow Bag
Fuel cans, transportable	Yes	2 x 1	Flam Cabinet
GPS	2*	2 x 1	Top of Center Console
Hand held spot	1	2 x 1	Bow Bag
Jacket exposure	0 (2)	8 x 2	Personal Gear Bag
Oils, fuels	Yes	2 x 1	Aft Starboard of Deck
PFD, Type III, Victim assort. (USCG Approved)	Yes	2 x 2	Bow Bag
Pole, reaching (pike or equivalent)	1	2 x 1	SWT, MWT
Repair kits	Yes	2 x 1	Mechanic Toolbox
Storage containers, as needed	Yes		Main Water Trailer
Throw bags	2	2 x 2	Bow Bag

Throw-able flotation device (USCG Approved)	1	2 x 1	Aft Starboard of Deck
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Inflatable Rescue Boat (IRB)

Air, manual inflation pump	Yes	2 x 1	Aft Under Center Console
Bladder, fuel	Yes	2 x 1	Aft Port of Deck
Boat, non-powered, 4 person minimum	Yes	2 x 1	5 Meter RIB
Fuel, bladder / tank	Yes	2 x 1	18 Gallon Fuel Tank
Kit, patch / repair / maintenance	Yes	1	Mechanic Tool Kit
Lanyard, wrist, kill switch	Yes	2 x 1	Bow Bag
Motor, 30 HP (minimum), prop w/guard	Yes	2 x 1	70 HP Motor
Motor flush kit, "rabbit ears"	Yes	2	Mechanic Tool Kit
Paddles	2	2 x 2	Side of Center Console
Prop, spare	Yes	2 x 1	Rear Aft of Center Console

NASA AMES DART WATER RESCUE PLANNING SECTION, RESOURCE UNIT

Main Area

Left Side of Trailer

- 5Rowing Oars
- 29.9 HP Outboard Motors
- 3Emergency Road Triangle Reflectors
- 1Tow Hitch With 2" Ball
- 1Collapsible Stokes Litter
- 1Stokes Litter Float Kit
- 1Miller Board
- 1Boat Hook on Extensible Pole
- 1Motor Flusher
- 210' Inflatable Boats
- 2Bow Bags

Rear of Trailer (Top Of Cabinets)

- 4Pair of Swim Fins

Right Side of Trailer (Top of Cabinets)

- 870' Throwbags

Left Hanging Bar

- 8Swiftwater Life Jackets (4 Radios)
- 8Mechanics Coveralls

Right Hanging Bar

- 8Exposure Suits
- 2Dry Suit Coveralls

PPE

Top Shelf

- 12Pair of Rope Gloves
- 6Pair of Kevlar Gloves
- 4Leather Gloves
- 6Sun Block
- 2Box of Dust Masks
- 1Eye Clean Solution
- 2Roll of Caution Tape

Middle Shelf

- 1White Petzel Helmet (With Headlamp)
- 3Red Petzel Helmet (With Headlamp)
- 3Safety Glasses
- 3Dust Wind and Rain Goggles
- 3Sunscreen
- 1Dusting Powder, Wax and Nylon

Bottom Shelf

- 1White Petzel Helmet (With Headlamp)
- 3Red Petzel Helmet (With Headlamp)
- 3Safety Glasses
- 3Dust Wind and Rain Goggles
- 3Sunscreen

Command and Technical

Top Shelf

- 2Handheld GPS Units
- 2Laser Pointers
- 1Binoculars
- 3Radio Waterproof Bag
- 212 Volt GPS Power Cord

Upper Middle Shelf

- 3Waterproof Radio Bag
- 2Dual Radio Harness
- 3VHF Radio in Chest Harness (External Mike)
- 2Radio Holster (CMC)
- 7VHF AA Battery Case
- 712 Volt VHF Radio Cigarette Power Charger Adaptor

Lower Middle Shelf

- 2Air Horn
- 2Orienting Compass
- 6Pads of Waterproof Paper + Pens
- 2Radio Manuals
- AA Batteries

NASA AMES DART WATER RESCUE PLANNING SECTION, RESOURCE UNIT

12C Size Batteries

Bottom Shelf

- 1 12 Volt Battery Supply System
- 7 110 Volt VHF Radio Charger Unit
- 1 Megaphone

Rigging Set A

Top Shelf

- 3 Hasty Team Packs

Middle Shelf

- 1 Medium Canvas Edge Protection
- 1 Fanny Pack Throwbags
- 1 Stiffneck Set
- 1 Fanny Pack Medical Kit
- 1 Empty Bow Bags

Bottom Shelf

- 1 Rigger's Fanny Pack
- 1 Knot Passing Pulley

Large Items

- 2 Sunshower
- 1 Sea Air Land Stokes
- 1 600' Lifeline
- 1 Fire Ax
- 1 Extrication Tool
- 1 Portable Toilet
- 2 Rescue River Boards
- 1 8 lb Sledgehammer

Rope Equipment A

Top Shelf

- 1 200' Lifeline
- 1 300' Lifeline

Bottom Shelf

- 1 Harness Bag

Rigging Set B

Top Shelf

- 3 Hasty Team Packs

Middle Shelf

- 1 Large Canvas Edge Protection
- 1 Fanny Pack Throwbags
- 1 Fanny Pack Medical Kit
- 1 Empty Bow Bags

Bottom Shelf

- 1 Rigger's Fanny Pack

Rope Equipment B

Top Shelf

- 1 200' Lifeline
- 1 300' Lifeline

Bottom Shelf

- 1 Harness Bag

Lights and Marking

Top Shelf

- 6Dye Marker (Red)
- 806" Yellow Cyalume Lightsticks
- 1006" Red Cyalume Lightsticks
- 1106" Green Cyalume Lightsticks

Middle Shelf

- 42Green Personal Cyalume Lightsticks
- 6Blue 18" Cyalume Lightsticks

Bottom Shelf

- 424" Green Cyalume Lightsticks
- 2PWC Red Signal Flare Kits
- 6Orange Handheld Smoke Flares
- 8Hand Held Strobe Light
- 6Red Handheld Flares

Patient Care

Top Shelf

- 1Sun Shower Enclosure
- 24Human Waste Disposal Kits

Middle Shelf

- 6Inflatable Life Vest
- 1Pet Floatation Vest
- 1Victim Harness
- 1Anti-Baterial Hand Wipe Set

Bottom Shelf

- 2Body Bags

Food and Water

Top Shelf

- 11 Individual Meals Ready to Eat (MRE)

Middle Shelf

- 12Energy Juice Drink

Bottom Shelf

- 13 1/2 Liter Bottled Water
- 1 1 Liter Bottled Water
- 1 Water Filtration Unit

Repair Equipment

Top Shelf

- 29.25 x 8 Propellers
- 2Avon Repair Kit (Red)
- 1 Silicon Grease (For Dive Knives)

Middle Shelf

- 1 Medium Size Medical Kit
- 10Ziplock Bags
- 10Trash Bags

Bottom Shelf

- 2Hacksaw
- 1 Tin Snips

LAW ENFORCEMENT BRANCH

This annex addresses the policies and procedures governing the conduct of City law enforcement operations during disasters. It also includes guidance and an emergency action checklist for the Law Enforcement liaison in the City EOC.

OBJECTIVES

- Mobilize, deploy, and organize City law enforcement resources for law enforcement, traffic control, and perimeter control operations.
- Support alerting and warning of the general public.
- Assist Planning/Intelligence in completing their missions by reporting damage assessment information gathered by field units.
- Plan and supervise evacuation operations, except on hazardous materials events.
- Provide security in mass care facilities, multipurpose staging areas, casualty collection points, supply storage areas, critical facilities, and evacuated areas.
- Conduct Coroner operations until such time as county authorities are able to take over this responsibility.
- Once county authorities have assumed the primary responsibility for conduct of Coroner operations, assist to the extent possible.

ORGANIZATION AND RESPONSIBILITIES

The San Jose Law Enforcement coordinator will be provided by the San Jose Police Department. This individual has the following responsibilities.

- Coordinating law enforcement operations within the City.
- Coordinating law enforcement support to other citywide response and recovery operations.
- Evaluating status reports and prioritizing the commitment of law enforcement resources.
- Coordination of law enforcement mutual aid within the City.

POLICIES AND PROCEDURES

- The Police Chief is responsible for the maintenance of law and order in the City and is in command of those operations.
- Patrols will be maintained in evacuated areas whenever possible.
- Full-time sworn officers may be augmented with Reserve Officers, where appropriate.
- Determine if mutual aid resources have access to interoperable radios/frequencies. Incoming mutual aid forces should be provided radios with local frequencies whenever possible, if their radio are not interoperable.
- National Guard forces committed to supporting local law enforcement operations will generally accept only broad mission-type orders, and will always remain under the command and control of the State Military Department.
- Only the Governor may request the President to assign federal troops to assist in maintaining law and order. Existing posse commitatus, regulation limits the type of duties that may be assigned to military forces.

Emergency Action Checklist

LAW ENFORCEMENT BRANCH

Upon arrival at the EOC, register and check in with the EOC manager. Request:

- Seating assignment
- Shift assignment
- EOC orientation
- Situation/incident briefing

Initiate/maintain a log of significant events, messages, and phone calls made and received. Pass this on to your relief with instructions to maintain it.

Poll Police Department field units and substations to determine:

- Initial observations and intelligence relative to the scope and nature of the emergency.
- Location and response capability of law enforcement resources.

Determine the number and location of uncommitted units.

Initiate request for mutual aid, if appropriate. Advise Management team that this has been accomplished.

Determine if curfew needs to be imposed. If curfew is to be imposed, review circumstances and legal powers with City Attorney, prepare instructions and curfew order, submit to the Management Section Chief for approval, and issue instructions to all law enforcement personnel, Citywide. Coordinate release of curfew order with PIO.

If mass care facilities or Disaster Application Centers have been opened, instruct field commanders to assign personnel to provide security for these facilities.

If barricades are needed to implement perimeter control, request these items from Department of Transportation through the Construction and Engineering Branch in the EOC.

Periodically advise PIO of significant events.

Provide security forces for the EOC and supply depots.

In the event of an EARTHQUAKE, assist the City Fire Department in urban search and rescue operations.

Instruct field commanders to assign officers to patrol vacated areas.

Instruct field commanders to assign officers to conduct intelligence gathering and damage assessment operations, if possible.

In the event of a FLOOD/DAM FAILURE, instruct field commanders to provide perimeter and traffic control in affected areas.

Implement public warning measures.

Provide security and anti-looting patrols for inundation/evacuation areas.

Poll field forces to determine if they are in threatened areas. Relocate personnel and equipment as necessary.

Provide security for mass care facilities or Disaster Application Centers, as appropriate.

In the event of a HAZARDOUS MATERIAL INCIDENT, implement perimeter and traffic control.

Ensure that all responders requested to assist at the warm zone/cold zone edge are issued, and utilize, proper protective gear and equipment. Coordinate with the HazMat Unit/Rescue Branch activated, or determine minimum requirements in this regard.

If evacuation is ordered by Fire IC, coordinate the issuance of the order with the Management team and the PIO, time permitting.

Provide security and anti-looting patrols from the cold zone for evacuated areas.

Provide security for mass care facilities or Disaster Application Centers, as appropriate.

In the event of a RADIOLOGICAL INCIDENT, assist City Fire to the extent possible in providing perimeter/access/traffic control.

Implement alerting and warning measures.

Assist in evacuation, if ordered.

In the event of a NUCLEAR ATTACK, assist in alerting and warning the general public.

Assist in traffic control operations, particularly in areas closest to designated fallout shelters.

Provide security for designated fallout shelters.

In the event of an EVACUATION, assist in determining the need to evacuate affected or threatened areas. If evacuation is appropriate, the Chief of Police will issue a voluntary or mandatory evacuation order after consultation with the City Manager, who must first declare a Local Emergency. The decision to issue an evacuation order must be coordinated with the Fire/Rescue Branch and the Care and Shelter Branch.

If City resources appear to be insufficient to support Care and Shelter operations, request assistance through Santa Clara County OES.

Advise PIO, Law Enforcement, Fire and Care and Shelter Branches to instruct their field forces to take measures necessary to ensure that persons with special needs, such as the elderly, people living with disabilities, and non-English speaking residents are made aware of the evacuation order. Establish assembly points, transportation modes and routes available. Coordinate with American Red Cross for general shelters and Salvation Army for special population shelters.

Advise Transportation Unit and Care and Shelter Branch to make arrangements for transportation and relocation to suitable shelters for those with special needs, such as people in wheelchairs, and people requiring specialized equipment (dialysis machines, special medications, etc).

Law Enforcement Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate movement and evacuation operations during a disaster.
2. Alert and notify the public of the impending or existing emergency within the City.
3. Coordinate law enforcement and traffic control operations during the disaster.
4. Coordinate site security at incidents.
5. Coordinate response to Law Enforcement Mutual Aid requests from emergency response agencies received through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
6. Supervise the Law Enforcement branch.

Activation Phase:

- Report to the EOC when requested.
- Based on the situation, activate the necessary Units within the Law Enforcement Branch:
 - o Law Enforcement Operations Unit
 - o Coroner Liaison Unit
- Contact and assist the Santa Clara Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinator with the coordination of mutual aid resources requested or provided by the City of San Jose.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning briefing.

Operational Phase:

- Ensure that Branch and Unit position logs and other appropriate files are maintained.
- Maintain current status on Law Enforcement missions being conducted in the City.

- Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Law Enforcement Branch Status Report. (Use RIMS Forms if available).
- Refer all contacts with the media to the Public Information Officer.
- Determine need for Law Enforcement Mutual Aid.
- Determine need for Coroner's Mutual Aid.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Law Enforcement Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning briefing.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

MEDICAL OPERATIONS BRANCH

This annex describes the concepts, policies, and procedures governing the conduct of disaster medical care operations. It also includes a series of emergency action checklists.

OBJECTIVES

- Minimize loss of life, disability, and suffering by ensuring timely and coordinated medical care.
- Coordinate the utilization of medical transportation and facilities and personnel within the City of San Jose in concert with County EMS.
- Coordinate the procurement, allocation, and distribution field level medical personnel medical, supplies, communications, and other related resources provided to the City of San Jose from outside the City.

ORGANIZATION AND RESPONSIBILITIES

Multiple Casualty Incident Plan

Multiple Casual Incident Plan is developed and maintained by the County Emergency Medical Services Agency.

Disaster Medical Coordinator

The Santa Clara County Disaster Medical Coordinator is the County EMS Deputy Chief. This individual is responsible for:

- Coordinating the procurement and allocation of critical public and private sector medical resources required to support disaster medical operations.
- Coordinating the transportation of casualties and medical resources to health care facilities, including the establishment and operation of Casualty Collection Points.
- Coordinating the relocation of patients from damaged or untenable health care facilities.
- Maintaining liaison with the American Red Cross and volunteer agencies.

POLICIES AND PROCEDURES

Overall management of countywide disaster medical operations is the responsibility of the Santa Clara County Health Department. Expedient medical care and first aid for casualties will be provided through a network of Casualty Collection Points (CCPs) and first aid stations operated by the Santa Clara County Health Department and supported by local hospitals and health care professionals.

The San José Fire Department will, to the extent possible, accomplish the tasks delineated in this annex, in the absence of county authorities.

In the event county medical resources are unable to meet the needs of disaster victims, San José Fire may request mutual aid from neighboring jurisdictions, through the Operational Area.

RECONNAISSANCE AND INFORMATION

The following information items are considered essential for effective management of disaster medical operations:

- Number, by triage category, and location of casualties;
- Location and helicopter accessibility of CCPs;
- Accessibility by land route of CCPs;
- Medical resource status of affected areas within the county;
- Status of all San Jose hospitals, including where emergency room is functioning;
- Response capability of hospitals and health care professionals, countywide;
- Medical facilities that have the capability to decontaminate injured individuals that have been radiologically or chemically contaminated.

Emergency Action Checklist MEDICAL LIAISON

Lead Agency: Santa Clara County Health Department
Support Agency: San José Fire Department

Establish emergency triage and medical treatment points, using hospitals and community resources.

Prepare to administer inoculations, if warranted by threat of disease.

Provide PIO with information on locations of triage and treatment centers.

Following the evacuation of an area, establish and operate emergency medical care centers or first aid stations to serve disaster workers/essential workers in the hazard area.

Provide PIO with information on public health threats from the disaster event, e.g., radiation, contamination.

Establish and staff medical care stations at congregate care facilities, and reception centers.

In conjunction with the Evacuation liaison, reduce the patient population in hospitals, nursing homes, and other health care facilities if evacuation is necessary, and continue medical care for those who cannot be evacuated.

Identify hospitals, nursing homes, and other facilities that could be expanded into emergency treatment centers.

If additional medical personnel are required, coordinate with the Medical/EMS Unit at the Operational Area EOC.

In conjunction with the Radiological Defense Officer, determine radiation levels of exposed individuals and methods for their decontamination, treatment, and care.

Assist the Santa Clara County Coroner's Office in expansion of mortuary services.

Distribute antidotes, drugs, vaccines, etc., to shelters, contingent upon availability.

Arrange for emergency medical support and hospital care during and after an emergency.

Request via the Medical/EMS unit in the Operational Area, EOC personnel sufficient to achieve crisis augmentation of health/medical personnel, e.g., nurses' aides, paramedics, American Red Cross, nurses, and other trained volunteers. Include Disaster Medical Assistance Teams from the U. S. Public Health Service.

Consult the County Health Department to identify sources of supply to augment and/or satisfy expanded medical needs during emergency operations.

In conjunction with the Evacuation liaison, and ambulance companies, provide transportation and care of individuals from the disaster site to medical facilities.

Establish a patient tracking system.

Disaster Medical Unit Liaison

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that all available Fire Department based disaster medical resources are identified and mobilized as required.
2. Provide assistance to Incident Command Post in establishing triage teams.
3. Contact County EMS to determine the status of medical facilities within the affected area.
4. Coordinate with the County EMS to ensure the transportation of injured victims to appropriate medical facilities as required.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position logs and other necessary files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.
- Determine the status and availability of medical mutual aid resources in the operational area, (paramedics and ambulances) through County EMS.
- Through County EMS determine whether hospitals and other medical facilities are able to treat disaster victims.
- Through County EMS determine status and availability of specialized treatment such as burn centers.
- Assist the Search and Rescue Unit Leader in providing triage for extricated victims.
- Coordinate with the County EMS to acquire suitable transportation for injured victims as required or requested.
- Establish and maintain communications with the Operational Area EOC and determine status and availability of medical resources.

- Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

MEDICAL EXAMINER/CORONER BRANCH

OBJECTIVES

With respect to Medical Examiner/Coroner (ME/C) operations, the overall objectives of the San Jose Police Department during response and recovery operations associated with disasters are:

- Identification, care, and storage of human remains.
- Determination of the cause and manner of death.
- Collection and storage of personal property and effects of the deceased.
- Notification of next of kin.

ORGANIZATION AND RESPONSIBILITIES

The Santa Clara County ME/C Office has statutory responsibility and authority for identifying dead persons and human tissue; determining and recording the cause, circumstances, and manner of death; and disposing of unclaimed and/or indigent deceased persons. In the absence of county authorities, within the city limits of San Jose, the San Jose Police Department will, to the extent possible, perform the tasks delineated in this annex.

During disaster response and recovery operations, the Santa Clara County ME/C Office will bear responsibility for:

- Coordinating countywide resources utilized for the collection, identification, and disposition of deceased persons and human tissue.
- Selecting an adequate number of qualified personnel to staff temporary morgue sites.
- Establishing collection points to facilitate recovery operations.
- Coordinating with search and rescue teams.
- Designating an adequate number of persons to perform the duties of Deputy Coroner.
- Identifying mass burial sites.
- Protecting the personal property and effects of the deceased.
- Notifying next of kin
- Establishing and maintaining a comprehensive record keeping system for continuous updating and recording of fatality numbers.

- Preparing and coordinating requests for mutual aid.

MUTUAL AID REGION

The State OES Coastal Region, Coroners Mutual Aid Coordinator (designated by the California State Coroners Association) receives and responds to requests from County Coroners/Medical Examiners for mutual aid assistance from other jurisdictions and/or private sources. Should a present or anticipated emergency be of sufficient magnitude as to require the commitment of the resources of one or more counties, it is the responsibility of the Regional Coroners Mutual Aid Coordinator to organize and coordinate the dispatch of resources within the Region to the emergency area. The Regional Coroners Mutual Aid Coordinator shall advise appropriate officials at State OES of the situation. If the Region's resources are overtaxed, the Regional Coroners Mutual Aid Coordinator will request assistance from the state level.

Emergency Responses

POLICIES AND PROCEDURES

- **Level I**

If the ME/C's office is equipped to handle the number of dead resulting from a disaster, the normal routine of examining, performing autopsies, fingerprinting, identifying, photographing and recording personal property of the deceased will usually be followed. If the number of fatalities overtaxes the ME/C's office, then a temporary staging or collection area can be staffed by funeral directors in the area.

- **Level II**

The normal functioning of the ME/C's morgue is likely to be disrupted. To facilitate the process of carrying out normal procedures, the establishment of multiple staging areas or morgue sites may be necessary. ME/C staff, funeral directors, and volunteers may staff collection areas in districts. These personnel may handle the operation details of the ME/C's facility for their district. It will also be necessary to establish fatality collection areas for persons who die while in the hospital or enroute to treatment areas. To avoid additional trauma to surviving victims, it will be important to establish the fatality collection areas away from hospitals or treatment facilities.

- **Level III**

Due to the anticipated number of fatalities, identification of the deceased can be expected to pose a significant problem. This problem may not be immediately resolved; therefore, extended operation of storage facilities, or mass burial may be necessary.

It is imperative that bodies and possessions be tagged and labeled as to location found, as well as recording other information that will enhance identification.

It is likely that some bodies will not be identifiable prior to burial. Therefore it is essential that accurate documentation of gravesites, case numbers, and burial orders be kept. Each body should be tagged with a metal or plastic tag containing identification information.

Fatality Collection Areas (FCAs)

Should fatalities exceed the response capability of the ME/C's office, the ME/C's liaison County, (or City if County unable to respond) will designate, organize, and arrange for the staffing of FCAs. The FCAs should be located as near as possible to the disaster site. The site selected for the FCA should have hot and cold running water, electricity, adequate parking, and communication links with the ME/C's office and the ME/C's liaison in the EOC. If possible the FCA should be located in area away from public view, and should have facilities to safeguard property and effects of the deceased. Once the FCAs have been established, the ME/C's liaison may elect to secure refrigerated trucks, rail cars, or Conex boxes to assist in storage and transportation of remains.

Functions to be performed at the FCAs are:

- Receive remains.
- Identify the dead, record the identification, or collect and record evidence that may lead to later identification of buried remains.
- Receive, label, and impound the property of the dead.
- Keep records of names and numbers of dead.
- Inquiry/locator services.
- File and record emergency death certificates.
- Photograph, X-ray, and chart teeth.
- Embalm bodies.
- Release bodies to mortuaries, or a transportation service for transport to burial sites.

Locating, Retrieving, and Tagging of Bodies

The following policies and procedures will govern the recovery and identification process:

- Law enforcement personnel will secure the area as soon as possible.
- The following method of indicating the location of bodies at the disaster site will be used. The site will be marked off in grids and each grid is assigned a letter designation, in sequence. Bodies discovered in each grid are designated in sequence and prefixed with an alphanumeric designator.
- Body parts are identified and tagged using these numbers as the prefix, followed by the designation "P" for part. Parts will not be assigned to bodies at the scene.
- If circumstances permit, bodies and body parts should be photographed at the scene.
- Bodies should not be searched at the scene.
- Bodies will be removed from debris, tagged, put into body bags or otherwise suitably wrapped, and readied for transport to the FCA.
- Personal property will be tagged and sent with the body.

- Property and clothing not actually on a body will not be assigned to a body.

Mass Burial

Mass burial may become necessary when the number of victims becomes a public health hazard and the dead **cannot be**:

- Adequately refrigerated or embalmed to prevent decomposition;
- Processed and identified;
- Released to the next of kin; and
- Transported to and/or cared for by cemeteries, mausoleums, crematoriums, etc.

The decision to begin mass burial must be made by the County Medical Examiner/Coroner and the County Health Officer, in conjunction with the State Department of Health Services.

Site selection will be governed by the nature, extent, and location of the disaster, as well as the number and location of the dead. Ideally, an existing cemetery would be the most logical location of a mass burial site. If such a site is not available, consideration should be given to the following potential mass burial sites:

- Parks and recreational areas;
- Flood control basins (dry weather only);
- Sides of freeways;
- Areas beneath high power lines;
- Rail yards and areas along rail lines; and
- Industrial or agricultural areas with large, open spaces.

Prior to internment in a mass burial site, bodies should be processed as follows:

- Checked for jewelry or other items that may permit identification.
- Postmortem information has been properly documented.
- Fingerprints have been taken.
- Mandible and maxillary have been removed and properly stored.

- If the remains are not arterially embalmed, the body has been wrapped in celu-cotton or other absorbent material.
- Embalming fluid (2 to 3 gallons cavity fluid or 10% formalin) has been poured over the remains.
- Body has been wrapped in plastic sheeting or body bag and secured to prevent leakage.
- Both the body and the body bag have been tagged.
- If possible, the body has been placed in a wooden or metal container for burial; the container has been marked with corresponding identification numbers.

The exact location of each body buried must be recorded on grid maps including dates, times, and other information necessary for exhumations.

Counseling Service

An information/locator service, as well as counseling services should be set up and staffed by American Red Cross, Mental Health workers, and the clergy. The Santa Clara County American Red Cross chapter has trained disaster inquiry workers who can assist with location of survivors, and connecting the ME/C office to the relatives who have called about the deceased.

Coroner Liaison Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate with the ME/Coroner to establish and oversee an interim system for managing fatalities resulting from the disaster/event.
2. Coordinate with the ME/Coroner to establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Ensure that locations where fatalities are discovered are secured.
- At the direction of the ME/Coroner, ensure that temporary morgue facilities are established in accordance with guidelines established by the ME/Coroner.
- At the direction of the ME/Coroner, procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- Coordinate with the Search & Rescue Unit to determine location and number of extricated fatalities.
- Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the ME/Coroner.
- Assist the ME/Coroner with identification of remains and notification of next of kin, as required.
- In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster.
- Keep the Law Enforcement Branch Coordinator informed of the Coroner's Liaison activities on a regular basis.

- Inform the Law Enforcement Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event. **(NOTE: This information must be verified with the ME/Coroner prior to release.)**
- Ensure that all media contacts are referred to the Public Information Branch.

Demobilization Phase:

Follow the generic Demobilization Phase Checklist.